

SENATE PERSONNEL REFERENCE MANUAL

1997 Edition



Washington State Senate

MEMORANDUM

TO: Senate Members and Staff

FROM: Mike O'Connell
Secretary of the Senate

DATE: January 10, 1997

SUBJECT: SENATE PERSONNEL REFERENCE MANUAL

Attached is your copy of the 1997 Senate Personnel Reference Manual. We ask that you take some time to review the personnel policies and operating procedures of the Senate, particularly if you are a new employee.

Every January we hold an orientation session for new session employees. During the interim, we schedule orientations as needed when individuals are brought on board throughout the year. Both of these sessions are open to all staff.

Senate and House reference materials are available in our office, as well as on the computer on ATLAS or our home page at <http://leginfo.leg.wa.gov/www/senate.htm>.

If you have any suggestions or ideas for future editions of this reference manual, please contact my office. We want this manual to work for you.

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❖ **SECTION I: SENATE ORGANIZATION**

Senate Mission Statement

The mission of the Washington State Senate is to exercise legislative powers granted by the State Constitution; to represent and provide leadership for the people of the state of Washington; to enact laws and oversee their administration; and to provide for the public well-being while protecting and maintaining the rights of the individual.

Senate Organization

Within the Senate, depending on the location and function, there are several different organizational systems in effect.

Floor Session

On the floor of the Senate, the Lt. Governor (President of the Senate) is the presiding officer. In the absence of the Lt. Governor, the President Pro Tempore, or Vice President Pro Tempore, both Senators elected by the body from the majority party, assume that role. Assisting the presiding officer on the rostrum are the Secretary and Deputy Secretary of the Senate, Journal Clerk, Status Clerk, and Reading Clerk. Attorneys from the Office of Senate Counsel are present for consultation on parliamentary and legal questions before the body. The Sergeant-at-Arms is responsible for security and maintaining order in the Chamber.

Caucus

Each of the political parties has an organization of its own which provides leadership and direction to its members. The majority leadership appoints committee chairs, and determines the assignment of bills to committees and bills to be considered by the body. Caucus chairs preside at caucus meetings. Other majority and minority officers, such as floor leaders and whips,

have responsibility for procedural functions while the Senate is in session.

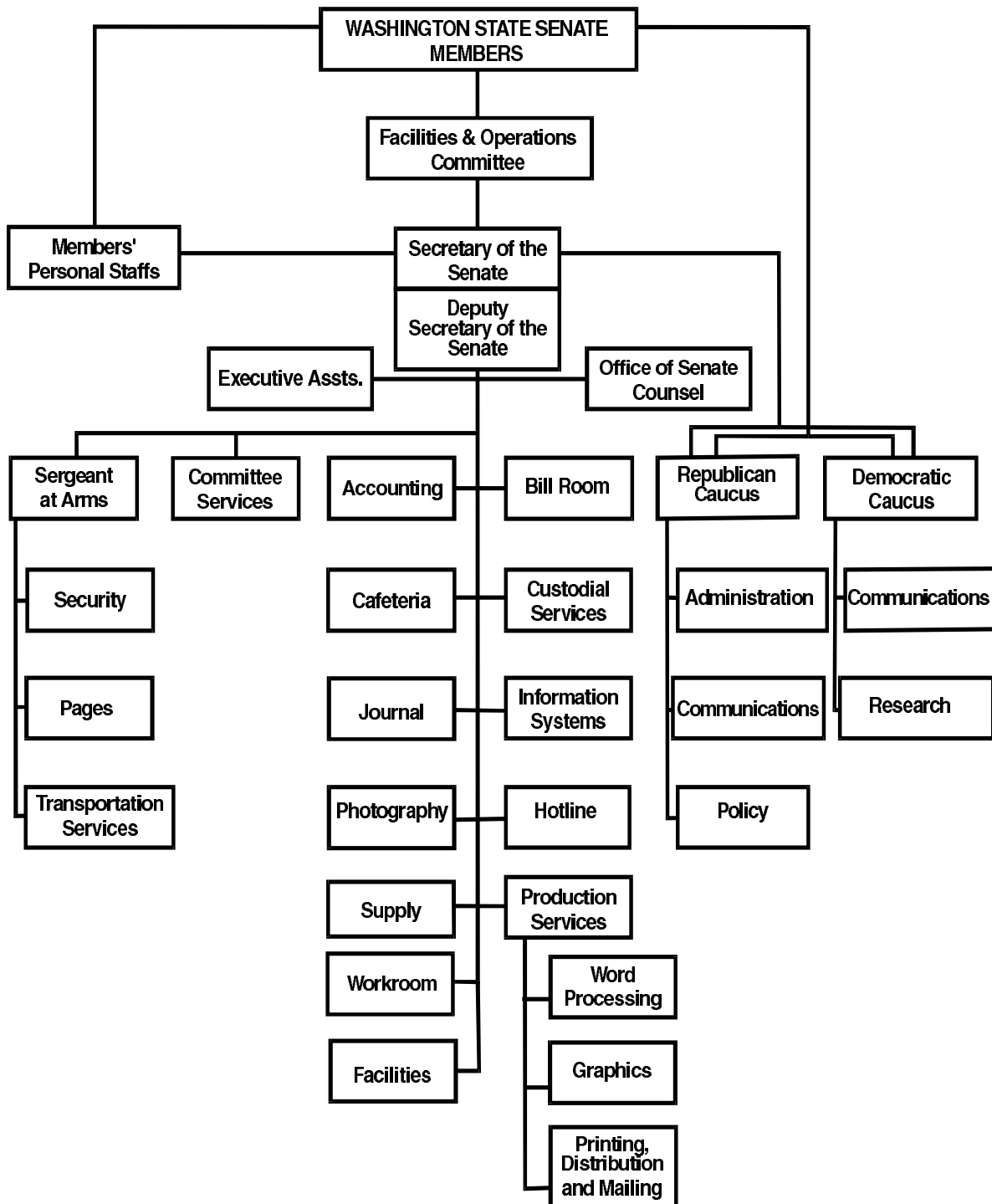
Committees

The Senate itself is organized into standing committees for the purpose of hearing, amending, and passing bills to the floor for action by the body. Each committee has a chair and vice-chair from the majority party, and a pre-determined number of members from each of the parties. The Senate Rules Committee is chaired by the Lt. Governor, and determines which bills that have passed out of the standing committees will be heard on the floor.

Staff

Senate staff (administrative, committee, caucus, and members' personal) provides a wide variety of support services to members and other staff. The Senate Facilities and Operations Committee, comprised of the leadership from each caucus, establishes policies and procedures governing Senate operations. The Secretary of the Senate, as chief administrative officer, is responsible for the overall management of Senate operations, including administration of policies and procedures established by the F&O Committee.

◆ SENATE ORGANIZATION CHART



Revised 1/8/97

✧ **SECTION II: SENATE PERSONNEL POLICIES**

INTRODUCTORY PROVISIONS

AUTHORITY OVER EMPLOYMENT PRACTICES

- Facilities and Operations Committee
- Secretary of the Senate
- Employment Committee
- Grievances and appeals

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- Classification procedure
- Re-classification of positions
- Step credits on initial appointment
- Waiver of requirements
- Hiring relatives prohibition
- Affirmative action

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Training, education, and tuition reimbursement

Performance review

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Introductory Provisions

(1) The Senate policies set forth in this manual are intended to provide consistent, efficient procedures for all Senate administrative actions, and to maintain equity among employees. Flexibility is inherently provided within the system at the Facilities and Operations Committee level, in order that individual determinations warranting special consideration may be made.

(2) All legislative employees are exempt from state civil service law and the Merit System Rules. Therefore, the Legislature is not subject to the usual government employee tenure regulations, and there are no guarantees of permanent status providing job security from summary dismissal, reassignment of responsibilities, or change in working conditions. **No one has authority to modify the at-will nature of Senate employment except by a written policy change approved by the Facilities and Operations Committee.**

(3) **Neither these policies nor this document constitute an employment contract. The Senate, through the Facilities and Operations Committee, reserves the right to modify all Senate policies at any time.**

(4) Senate policies and procedures apply to all Senate employees unless otherwise specifically noted. Employees are designated as “annual” (year-round) or “session” (employed on a legislative session-only basis).

(5) A copy of the Senate employment policies shall be given to all current, new, and prospective annual employees so they are aware of employment policies and personnel action procedures.

Authority Over Employment Practices

(1) It shall be the responsibility of the Senate Facilities and Operations Committee to:

- A. Establish and revise general personnel and employment practice policies of the Senate.
- B. Establish and revise a classification plan for all authorized positions with the Senate, based on objective analysis of duties and responsibilities of each position.
- C. Review alternatives and take action on recommendations made by the Secretary of the Senate regarding individual personnel matters. Actions should include:
 - (1) Approval of employment of new personnel; designation of an appropriate entrance step within the authorized salary range.
 - (2) Promotions.
 - (3) Position reclassification.
 - (4) Adjustments in salary for meritorious service.
 - (5) Disciplinary actions.
 - (6) Correction of salary inequities.
- D. Periodically modify the salary plan based on salary surveys, cost-of-living adjustments, or legislation.
- E. Consider recommendations for authorizing new positions or reduction in staff.
- F. Review personnel grievances, should an employee desire to appeal a decision made by the Secretary of the Senate. Such requests for appeal must be made in writing within 30 calendar days following notification of the determination and must contain the reasons and basis for appeal.

(2) It shall be the responsibility of the Secretary of the Senate to:

- A. Implement the policies set forth by the Facilities and Operations Committee. Prepare proposed changes for the Committee's consideration.
- B. Receive and evaluate personnel action requests from staff directors, chairmen, or members.
- C. Make recommendations or propose alternatives to the Committee regarding personnel actions.
- D. Evaluate prospective annual employees as to education and experience by performing a resume analysis. Recommend appropriate entrance step within the authorized salary range for initial hire.
- E. Informally hear employee personnel grievances and make determinations. Employees may appeal such a determination.

(3) It shall be the responsibility of the Employment Committee to:

- A. Hire a Senior Staff Director of Senate Committee Services by a positive vote of at least four of the five committee members. The Director may be dismissed by a simple majority.
- B. Act with final authority in hiring non-partisan, professional-level, annual Senate Committee Services staff except for the Senior Coordinator of the Ways and Means Committee who may be selected by the Ways and Means Chairperson in consultation with the Senate Committee Services Director and subject to confirmation by the Employment Committee.
- C. Adopt procedures to be used in the Senate Committee Services hiring and evaluation process to ensure fairness and compliance

with Senate Rules and Committee Guidelines.

- D. Review reports from the Senate Committee Services Director on the activities of Senate Committee Services staff.
- E. Report on its operations to the Facilities and Operations Committee as required.
- F. Operate within the guidelines established and approved by the Facilities and Operations Committee and Senate Rules.

Hiring and Classification

(1) The Senate Classification Plan is based on determination and evaluation of duties and responsibilities for all authorized positions. Each authorized position is allocated to an appropriate job class. Each job class identifies a position, or a group of positions, sufficiently similar in duties so that the same requirements of training, experience, or skill and the same title and salary range may be applied. Each job class is defined by a published specification which includes a class title, statement of responsibilities, description of typical work, minimum qualifications and assigned salary range.

(2) Job class specifications are periodically reviewed and revised, as needed to keep the classification plan current. Staff directors and supervisors may request approval from the Facilities and Operations Committee, through the Secretary of the Senate, for the initial allocation or subsequent reallocation of authorized positions to a job class as provided for in the classification plan.

(3) Initial appointment will normally be at the first salary step within the appropriate salary range for new annual employees. However, to accommodate the needs of the Senate as determined on a case-by-case basis,

additional step credit for a higher initial appointment may be granted based upon an evaluation of the appointee's education and experience by the Secretary of the Senate. The policy for calculation of step credit shall be established by the Facilities and Operations Committee and provided by the Secretary of the Senate on request.

(4) The Facilities and Operations Committee reserves the right to waive the minimum requirements set forth in this section. For appointments, certain factors such as demonstrated special skills to meet required expertise may be taken into consideration by the Committee when determining starting salary, and could alter entrance recommendations.

(5) No Senator or employee shall hire or supervise his or her parents, spouse, brother, sister, or child whether the Senator or employee makes the employment decision alone or in conjunction with others. Senate Pages shall be exempt from this policy.

(6) The Washington State Senate will provide equal employment opportunity and non-discrimination on the basis of race, creed, color, national origin, sex, age, marital status, veteran status, or the presence of any sensory, mental or physical disability. This policy also extends to disabled and Vietnam era veterans. The Washington State Senate will strive (1) to eliminate barriers to equal employment opportunity encountered by protected group members; and (2) to improve employment opportunities available to underutilized groups by endorsing an awareness of affirmative action policies in all personnel actions.

A. The Secretary of the Senate shall have overall responsibility for the development, implementation and supervision of the affirmative action program.

B. This Equal Employment Opportunity and Affirmative Action Policy Statement will be included in the Senate Personnel Policies manual. A copy of this manual will be provided to each permanent employee, and Affirmative Action will be addressed during new employee orientation.

C. The Affirmative Action Policy will be publicized externally by incorporating an equal opportunity statement in all purchase orders, contracts and recruitment advertising as follows:

1. For contracts and/or purchase orders:

The Washington State Senate is an Equal Opportunity Employer.

2. For recruitment advertising: **The Washington State Senate is an Equal Opportunity Employer. The aged, women, ethnic minorities, persons with disability, and Vietnam era veterans are encouraged to apply.**

Disciplinary Actions and Terminations

(1) Terminations or demotions may be made by the Secretary of the Senate with approval of the Facilities and Operations Committee after a minimum of fifteen calendar days notice in writing. This policy is to specifically include reduction-in-force terminations caused by lack of funds, curtailment of workload, or staff reorganization.

(2) An employee who is to be terminated may be suspended without pay for the period between the notice to terminate and the effective date of the termination, if the Secretary of the Senate believes conditions require the immediate termination of the employee and states in writing the reasons therefor.

(3) Consistent with the exempt status of legislative employees, consideration of individual employee seniority or qualifications and experience is discretionary in the event of a reduction-in-force.

(4) Employees who are terminated by the provisions above, or by resignation, or by retirement or death, shall be paid, or their estate shall be paid if they are deceased, for any unliquidated vacation leave which has been accrued in accordance with these procedures. Such leave is subject to the thirty day accrual limit. Compensation shall be computed by using the formula published by the Office of Financial Management.

Compensation

(1) The adopted salary schedule has monthly dollar amounts structured in a series of numbered salary ranges with a five percent upward progression between each range. Each salary range contains nineteen numbered steps arranged in two and one-half percent increments from minimum to maximum.

(2) Annual Senate employees may receive salary adjustments as follows:

- A. Periodic cost-of-living adjustments through revision of the salary schedule dollar amounts. (Employees stay at same range/step).
- B. Revision of assigned salary ranges for each job class based on salary survey data.
- C. Longevity step increments on the anniversary month to the end of the assigned range as follows:
 - 1. Longevity step increments may be granted for satisfactory service on an annual basis through the first eleven steps of the range (through the first twelve steps for employees on

even-numbered steps) and then biennially through the remaining steps of the range. The Facilities and Operations Committee shall annually determine how many steps will be included in the increments for the coming year. Longevity step increment accrual is predicated on satisfactory performance. The Secretary of the Senate shall inform the Facilities and Operations Committee of performance below a satisfactory level, and recommend remedial action.

- 2. Longevity step increments are effective on the employee's anniversary date, which is the date of initial hire as an annual Senate employee to the nearest first of the month. For employees who transfer from other state agencies, the longevity step anniversary date may be different than the anniversary date used for benefit calculations.
- 3. The anniversary date of a session employee who is retained as an annual employee without a break in employment may, with the approval of the Secretary of the Senate, be established as the date of session employment adjusted to the nearest first of the month provided that the time spent as a session employee is not also used for additional step credit in the initial classification. Internships are excluded from credit toward longevity as covered by the terms of these policies, although they may be considered as experience factors.
- D. Merit adjustments to a higher step on the assigned salary range, in recognition of exceptional service, with written recommendation by the appropriate member or staff supervisor, and approval by the Facilities and Operations Committee. The written recommendation

must contain justification based upon specific examples of job performance considered to be so extraordinary as to warrant a salary adjustment above that of other employees in the same job class who are regularly and reliably performing satisfactorily. Adjustments are limited to a maximum of four steps (ten percent) in a given fiscal year.

E. Promotions to a higher level job class and range, with written recommendation by the appropriate staff supervisor, and approval by the Facilities and Operations Committee.

1. Promotion from one classification to another having a higher salary range requires the prior approval of the Committee. The appropriate chairperson or staff supervisor will submit a request to the Committee, which will include the Secretary of the Senate's written evaluation of the employee's qualifications and experience.
2. As provided in job descriptions, promotion to level one or level two is not automatic upon attainment of the minimum eligibility criteria. However, promotion to level two is an objective which is consistent with the overall goal of highly qualified staff, if performance is satisfactory. Promotion to the senior level is based primarily on the needs of the Senate for staff expertise and responsibility at that level, and on the existence of an authorized position.
3. Salary adjustments upon promotion shall normally be to that step in the new salary range which will provide a five percent increase. However, the increase shall be ten percent when the promotion is to a new classification which is at least three salary ranges higher or is over an intervening class which would have represented a promotion.

Exceptional qualifications or unusual circumstances may warrant a different salary. In such cases a higher salary step within the higher salary range may be authorized consistent with initial appointment procedures.

F. Demotions to a lower level job class and salary range, either (a) with written recommendation by the appropriate staff supervisor and approval by the Facilities and Operations Committee, or (b) in compliance with the policy set forth in 1., 2., and 3. below. An employee accepting a demotion shall receive credit for all continuous employment in the higher range in determining the step in the lower range. Exceptional qualifications or unusual circumstances may warrant a different salary. In such cases a higher salary step within the lower salary range may be authorized.

1. A staff member who is either a Legislative Assistant or Executive Secretary to a Senator who is in a leadership position, i.e. Majority/Minority Leader, Majority/Minority Caucus Chair, President Pro-Tem, and Ways and Means Chair, will be demoted either to an Associate Legislative Assistant, Legislative Assistant, or Senior Legislative Assistant when that Senator vacates the leadership position.
2. The affected staff member is authorized to maintain his/her present range and step for a period of 90 days following the change of status of the Senator who previously held said leadership position. Following the 90-day time frame, the staff member shall be placed in the appropriate Range and Step.
3. If the change in position by the Senator results in a loss of a staff position, the Senator shall designate which staff

member shall be maintained on staff. In the event that said staff member secures a new position with the Senate, he/she shall receive credit for Senate service pursuant to Senate policy.

G. Reclassification of position to a different job class and salary range due either to a position audit or to a change in assignment and responsibility, as approved by the Facilities and Operations Committee.

1. When a position occupied by an employee is reclassified upward, the employee shall receive a salary adjustment in accordance with the procedures for promotions.
2. When a position occupied by an employee is reclassified downward, the employee shall receive a salary adjustment in accordance with the procedures for demotion.

(3) Annual employees shall be paid on a semi-monthly basis. Warrants are distributed on the 10th and the 25th of each month. Should either of these dates fall on a Saturday, the employee will be paid on the preceding Friday. Should either of these dates fall on a Sunday, the employee will be paid the following Monday.

Leave

(1) Holidays: Annual employees of the Senate shall normally be granted time off for the same holidays authorized by law for civil service employees (RCW 1.16.050); no employee of the Senate shall be granted holiday leave during the period in which the Legislature is in session. Any annual employee working an authorized holiday during session will be allowed compensatory time during the interim, to be taken at the employee's option with the approval of the Secretary of the Senate. This compensatory

time is allowed only for those employees actually working the specified holidays.

Regular holidays are:

New Year's Day January 1
Martin Luther King . . . 3rd Monday in January
Presidents' Day 3rd Mon. in February
Memorial Day Last Monday in May
Independence Day July 4
Labor Day 1st Mon. in September
Veteran's Day November 11
Thanksgiving Day 4th Thurs. in Nov.
Additional Day Fri. after Thanksgiving
Christmas Day December 25
Personal Day Selected by employee
(with approval of the Secretary of the Senate)

Under the provisions of the statute (RCW 1.16.050): "Whenever any legal holiday, other than Sunday, falls upon a Sunday, the following Monday shall be the legal holiday. Whenever any legal holiday falls upon a Saturday, the preceding Friday shall be the legal holiday."

The first personal day shall be accrued after at least six months of employment.

(2) Sick Leave: Annual employees are authorized to accumulate sick leave at the rate of one day each month, to be credited at the completion of each calendar month. The use of accumulated sick leave by an annual employee shall be on a similar basis to that of classified state employees.

- A. Sick leave earned by an employee while employed with another state agency is transferable to the Senate.
- B. All sick leave must be reported immediately to the Secretary of the Senate's office by the employee's

immediate supervisor. An employee may be required to provide a medical certificate when any personal sick leave use exceeds ten continuous work days, or upon request.

C. Employees shall be eligible to receive monetary compensation for accrued sick leave through the attendance incentive program as follows:

1. In January of each year, and at no other time, an employee whose sick leave balance at the end of the previous year exceeds 480 hours may elect to convert to monetary compensation the sick leave hours earned in the previous calendar year minus those hours used during the year.
 - a. No sick leave hours may be converted which would reduce the calendar year-end balance below 480 hours.
 - b. Monetary compensation for converted hours shall be paid at the rate of 25 percent and shall be based on the employee's current salary.
 - c. All converted hours will be deducted from the employee's sick leave balance.
2. Employees who separate from Senate service due to retirement or death, shall be compensated for their total unused sick leave accumulations at the rate of 25 percent. Compensation shall be based upon the employee's salary at the time of separation. For the purpose of this subsection, retirement shall not include "vested out-of-service" employees who leave funds on deposit with the Department of Retirement Systems (DRS).
3. No contributions are to be made to DRS for payments in "1." or "2." above, nor shall such payments be reported to DRS as compensation.

4. Any employee who separates for any reason other than retirement or death shall not be paid for his or her accrued sick leave.

5. Former legislative employees who are reemployed within five years of separation shall have their former sick leave balances restored for use as provided above. Upon subsequent retirement or death of a retired state employee who has returned to state service, only that unused sick leave accrued since the original retirement minus that taken within the same period may be compensated per the provision of "2." above; this restriction shall not apply to other returning employees.

(3) Vacation Leave: Annual employees shall be credited monthly with varying rates of vacation leave according to the following schedule.

A. This schedule shall be applied based on current continuous state employment through the seventh year (items 1. through 4.), and on total years of state employment from the eighth year on (items 5. through 11.).

1. During the first year of current continuous employment – 96 hours (12 days) per annum.
2. During the second year of current continuous employment – 104 hours (13 days) per annum.
3. During the third and fourth year of current continuous employment – 112 hours (14 days) per annum.
4. During the fifth, sixth and seventh years of current continuous employment – 120 hours (15 days) per annum.
5. During the eighth, ninth and tenth years of total employment – 128 hours (16 days) per annum.

6. During the eleventh year of total employment – 136 hours (17 days) per annum.
 7. During the twelfth year of total employment – 144 hours (18 days) per annum.
 8. During the thirteenth year of total employment – 152 hours (19 days) per annum.
 9. During the fourteenth year of total employment – 160 hours (20 days) per annum.
 10. During the fifteenth year of total employment – 168 hours (21 days) per annum.
 11. During the sixteenth year of total employment and after – 176 hours (22 days) per annum.
- B. Vacation leave shall be restricted in the following circumstances:
1. No vacation leave shall be granted to employees of the Senate while the Legislature is in session, except by prior approval of the Secretary of the Senate.
 2. No vacation leave shall be granted for electoral campaign work during the time an employee is in state-funded travel status.
- C. Requests for leave must be forwarded with a recommendation by the employee's supervisor to the Secretary of the Senate for authorization.
- D. Vacation leave may be accumulated to a maximum of 30 days (240 hours). Vacation leave may be accumulated above the maximum only in the following circumstances:
1. If an employee's request for vacation leave is denied by the Senate, except during legislative sessions, then the maximum of 30 working days' accrual may be extended for each month that the leave is deferred, provided a statement of necessity justifying the denial is filed with the Secretary of the Senate.
2. Employees may also accumulate vacation leave in excess of 30 days as follows:
- a. An employee may accumulate the vacation leave days between the time 30 days is accrued and his/her anniversary date of employment.
 - b. Such leave accumulated shall be used by the anniversary date and at a time convenient to the Senate. If such leave is not used prior to the employee's anniversary date, such leave shall be automatically extinguished and considered to have never existed.
 - c. Such leave credit acquired and accumulated shall never, regardless of circumstances, be deferred by the Senate by filing a statement of necessity as described in "1." above.
- E. When an annual employee separates from Senate service by reason of resignation with adequate (15 calendar days) written notice, layoff, dismissal, retirement or death, he or she is entitled to lump sum payment of unused vacation leave. The compensation shall be computed by using the formula published by the Office of Financial Management. No contributions are to be made to the Department of Retirement Systems (DRS) for lump sum payment of excess vacation leave accumulated under the provisions of D.2. above, nor shall such payment be reported to the DRS as compensation.
- F. Employees hired without a break in service in annual status from state agencies other than the Legislature shall be authorized to transfer up to 30 days of

accumulated vacation leave plus credit toward bonus days earned in prior employment.

(4) “Part-time employment” is defined as work of less than forty hours a week on a regular schedule, with an understanding of continued employment. Vacation and sick leave accumulation shall be allowed for employees working one-half time or more under the same conditions as for full-time employees, and shall be computed at the ratio of hours worked to those required for full-time employment. Those employees working less than one-half time are not entitled to benefits.

(5) Family Care Leave: An annual employee may take leave for family care as follows:

- A. Accumulated sick leave is allowed when requested by an employee who is absent from work due to pregnancy, childbirth, care of a newborn child, or family illness.
- B. Unless operational necessity dictates otherwise, leave of absence without pay for the purpose of family care shall be authorized for an annual employee. The leave must be requested in advance by the employee. The duration of the leave shall be no more than six months. Family care leave pursuant to state and federal law runs concurrently with such Senate leave of absence.

(6) Emergency Family Care Leave:

Absence due to an employee’s inability to report for or continue scheduled work due to emergency family care requirements may be authorized by the Secretary of the Senate as compensatory time, vacation leave, sick leave, or leave without pay. No advance approval shall be required; however, the employee shall notify his/her supervisor at the beginning of the absence, and upon return to work shall submit a leave request to the

Secretary of the Senate explaining the emergent nature of the leave.

(7) Leave Due to Inclement Weather:

A. Absence due to an employee’s inability to report for scheduled work because of inclement weather or conditions caused by inclement weather shall be charged to the following in the order listed:

- 1. Any accrued vacation leave;
- 2. Accrued sick leave up to a maximum of three days in any calendar year;
- 3. Leave without pay.

B. Although the types of paid time off shall be used in the numerical order listed in A. above, and each type of paid time off shall be exhausted before the next (in numerical order) is used, employees shall be permitted to use leave without pay rather than paid time off at their request.

C. Tardiness due to an employee’s inability to report for scheduled work because of inclement weather or conditions caused by inclement weather will be allowed up to one hour at the beginning of the work day. Inclement weather tardiness in excess of one hour shall be charged as provided in subsection A. of this section.

(8) Shared Leave: Senate annual employees may, with the approval of the Secretary of the Senate, donate vacation and sick leave to another state employee for sick leave purposes as set forth in RCW 41.04.650 through .670. Employees are required to have a certain balance of annual and sick leave to be eligible to donate leave to another employee. There also is a maximum number of days which may be donated in a calendar year. Check with Accounting for more details.

(9) Jury and Military Duty Leave: Leave with pay shall be allowed to permit an employee to serve on jury duty or to report for active military duty or active military

training duty. Leave with pay for military leave shall not exceed fifteen days during each calendar year.

Employee Benefits

(1) All eligible employees shall be members of the Washington Public Employees' Retirement system (PERS). All eligible new employees shall become PERS members on the date of their hire. Former Senate employees who are rehired by the Senate shall become retirement system members on the date of the rehire and will have one year from that date to purchase the employee's share of the contribution for past eligible service or all claims to any prior service credit shall be forfeited.

(2) Annual employees are eligible for state medical insurance benefits and may enroll upon initial appointment or during subsequent open enrollment periods. Employees will be notified of open enrollment periods and any changes in the various plans.

(3) All employees of the Senate are covered by workers' compensation. If an employee is injured on the job, the immediate supervisor and the Secretary of the Senate should be informed immediately.

(4) All legislative employees are covered by unemployment compensation.

(5) Check with Accounting for information on other optional employee benefits, such as

deferred compensation, automatic payroll deposit, life insurance, etc.

Ethics

Legislative employees are covered by the "Ethics in Public Service Act" (chapter 42.52 RCW). At your orientation you should have received complete ethics reference material in a separate publication called the Legislative Ethics Guide. It includes information about the Legislative Ethics Board, a summary of the ethics law, the full text of the statute, and copies of the board's procedures and opinions. This material is also available from the legislature's home page on the Internet.

The ethics materials generally cover legislators' and legislative employees' responsibilities and obligations regarding **conflicts of interest and outside compensation; improper use of position or public resources; and acceptance of gifts and payments for expenses.**

All board opinions and rules, as well as organizational information about the board, are available on ATLAS and through the ethics board home page on the Internet.

If you have any questions regarding ethics issues, please contact the Office of Senate Counsel (7294 or 7501). If you need assistance in obtaining ethics materials, contact Myrna Beebe in the Secretary of the Senate's office (7550).

Standards of Conduct Regarding the Use of Public Facilities:

The following table distinguishes ELECTORAL CAMPAIGNING from ISSUE POLITICS to guide legislative staff in complying with RCW 42.52.180 policies of the Senate. **Violations of these standards are subject to disciplinary action.**

A number of staff activities (such as writing press releases and speeches, and using photographic equipment) require specific approval by the Secretary of the Senate after certain deadlines in election years. Staff should use the "Election Year Activity Approval" form to provide the information and documentation necessary for the Secretary's review and approval. Please see a sample form in the Appendices.

For assistance in answering particular questions, please call the Office of Senate Counsel.

	Electoral Campaigning (Not permitted in state offices or on state time either on a legal or a policy basis)	Issue Politics (Permitted activity)
Policy Issue Research:	Preparation of a policy response to a questionnaire to be used for purposes of endorsement or campaign contributions; preparation of advocacy or opposition material specifically for a campaign.	Development of background policy options and recommendations; issue briefs on legislation which has passed or failed; preparation of legislator's statement for voters' pamphlet advocating approval or rejection of initiatives, constitutional amendments or referenda
Press Releases/ Conference:	Specific campaign statements, i.e. "vote for X because. . ."; no press releases at all after June 30* unless specific approval has been granted by the Secretary of the Senate	Before June 30*, press release or "packet" describing a particular legislative activity, policy position, or proposal or series of proposals
Voting Records:	Analysis of voting records for campaign purposes	Preparing a history of a member's voting record; maintaining and distributing to anyone on request a history of any member's voting record on particular issues without subjective comment
Drafting Speeches:	Speeches which include specific campaign references; speeches prepared for specific campaign appearances explicitly announced as a candidate forum; speeches after June 30* unless the Secretary of the Senate has approved it as clearly legislative business	Before June 30*, preparing a speech which explains legislation or a member's position on issues, for appearances as a legislator

	Electoral Campaigning (Not permitted in state offices or on state time either on a legal or a policy basis)	Issue Politics (Permitted activity)
Talking to Constituents and Interested Individuals or Groups:	Fundraising; soliciting volunteers; assisting in the development of a campaign plan; conducting a “town hall” meeting after June 30* unless the Secretary of the Senate has given specific approval	Responding to constituent requests for assistance with government agencies; explaining current laws and issues to groups, as in a “town hall” meeting (before June 30*), and helping constituents with proposals for changes to laws
Political Strategy:	Campaign strategies or mail plans for a candidate, ballot issue, or caucus	Developing and explaining non-election strategies for legislative and policy goals, including recommended partisan positions
Polling/Surveys/Questionnaires:	Collection of data unrelated to legislative issues that is designed to build a campaign contact list on demographic factors such as party label; all polling conducted by telephone of random or large groups unless the Secretary of the Senate has given specific approval; questionnaires to constituents mailed 30 days after the start of the regular legislative session*	Trying to determine constituents’ preferences on issues in order to better represent them
Newsletters and Bulk Mailing or Internet Messages:	Content which contains candidate or ballot issue advocacy; mailings which violate the rules, policies or guidelines of the House and Senate (see attached printing and mailing policies)	Information to constituents about legislative actions and policy proposals; general “good government” information such as senior property tax information; limited by Senate policies on content and format (see “Printing, Mailing, and Distribution of Senate Publications” or internet policies)
Contacting Candidates:	Offering or providing personal or caucus assistance in planning, organizing, or conducting a campaign	Responding to inquiries regarding the legislative process and the legal requirements of candidacy; maintaining and/or disseminating candidate lists which are available to the public; explaining issues and caucus positions on issues to anyone who asks, including candidates

	Electoral Campaigning (Not permitted in state offices or on state time either on a legal or a policy basis)	Issue Politics (Permitted activity)
Preparing Brochures:	Preparation of any brochure, handout, etc. for a campaign	Preparation of printed materials on policy issues
Fundraising:	For a campaign or political committee; additionally, any solicitation for contributions, at any time or location, from legislative staff on behalf of any member, legislative candidate, or caucus campaign committee	Handling the contributions and accounting for non-campaign charitable or personal functions such as Old-Timers, Combined Fund Drive, retirement parties, etc.
Mailing or Internet Lists:	Developing and maintaining lists of campaign workers or contributors; providing a member's mailing list to a campaign	Developing and maintaining mailing lists for legislative purposes
Public Disclosure Commission Reports:	Collection and analysis at any time for campaign purposes; after April 15*, collection and analysis of Public Disclosure Commission filings unless approval is granted by the Secretary of the Senate for clearly non-campaign purposes, such as interim legislative work	Preparation of financial disclosure and office fund reports for office holders; collection and analysis at times other than April 15* through general election
Telecommunications or Internet Messages:	Initiating or returning calls or messages which are known to be primarily for campaign purposes; any polling conducted by telephone of random or large groups without the prior approval of the Secretary of the Senate	Initiating or returning calls or messages for legislative business, or when the purpose of the caller is unknown; placing a call or message to a member at the campaign office if the purpose of the call is legislative business
State-Funded Trips:	Legislative purpose is minor, or a pretext, and the electoral purpose is dominant; any trip by an employee unless specific advance approval has been granted by the Secretary of the Senate	Purpose is legislative business, but no electoral activity during normal working hours, and no leave granted for electoral work during a state-funded trip
Preparing Schedules and Calendars:	Initiating arrangements for campaign appearances	Establishing and maintaining a member's full schedule, including coordinating and responding to requests for all activities

	Electoral Campaigning (Not permitted in state offices or on state time either on a legal or a policy basis)	Issue Politics (Permitted activity)
Electronic and Photographic Equipment:	Use of state photographic, video, or voice recording equipment for campaign purposes at any time; use after June 30* unless approved by the Secretary of the Senate	Legislative uses before June 30*, other than directly for a campaign
<p>Note: (1) Except as specified, each paragraph under “Electoral Campaigning” includes the qualifier “on state time or with state resources”; *(2) In each instance where “April 15,” “June 1,” or “June 30” is used, it means that date in any year in which the affected member is to stand for election or re-election, except that the period within 30 days of adjournment or recess of any legislative session is excluded. In any event, the period is terminated by the general election in that year. <i>Effective: July 29, 1992</i> <i>Revised: May 15, 1995</i></p>		

Harassment And Discrimination

The Washington State Senate will provide and maintain a work environment free from discrimination and harassment. Senators and employees are expected to maintain a workplace free from harassment and discrimination and to conduct themselves so that no harassment or discrimination occurs in any action with respect to hiring, firing, compensation, benefits, promotions, reclassification, disciplinary actions, or any other work conditions.

Harassment and discrimination undermine the integrity of the employment relationship and the self-esteem of the individuals to whom they are directed and negatively affect morale and work performance. All employees must be allowed to work in an environment free from unsolicited and unwelcome comments or conduct. Any Senator or supervisor who knows of harassment or discrimination will take appropriate steps under this policy to correct/stop such misconduct. Any conduct which violates this policy will not be condoned and will be subject to disciplinary action.

Some individuals may be unaware that certain words or conduct offend others in the work environment. If you are offended by the words or conduct of a Senator or fellow employee, you should ask the individual to refrain from the conduct found to be offensive. A request that the individual discontinue the offensive conduct is not a prerequisite to talking to a facilitator, complaining to a supervisor, or filing a complaint.

Prohibited Harassment and Discrimination

Prohibition of Harassment Based on Gender or Other Protected Status

Harassment includes but is not limited to comments, slurs, jokes, innuendos, cartoons, pranks, requests for favors or other verbal or physical conduct of a sexual, racial, or other nature related to a protected status, when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis of employment decisions affecting the individual; or
- Such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

No Senator or employee shall attempt to influence, control or otherwise affect the career, salary, job tasks or performance of an employee through harassment.

Prohibition on Harassment Generally

No Senator or employee shall make or engage in any behavior or comments which are demeaning and/or derogatory toward people if such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Discrimination

Discrimination occurs when an action or decision with respect to employment is made on the basis of protected status. Persons having questions about discrimination may contact the Washington State Human Rights Commission for assistance during regular working hours at 753-6770. Such contact

does not constitute the filing of a formal complaint with the agency.

Conduct by Visitors

Conduct by visitors which violates this policy may result in restrictions, including but not limited to, prohibitions on unaccompanied movement within the Senate areas. Such conduct should be reported to your supervisor and/or the Sergeant-at-Arms.

Supervisory Investigations

Any Senator or other supervisor who receives a complaint of harassment or discrimination, or who becomes personally aware of conduct which violates these policies, shall review such conduct. Supervisors shall limit inquiries to a “need-to-know” basis. Supervisors may consult with Senate Counsel and/or the Secretary of the Senate. If it is determined that conduct violating the policies has occurred, the supervisor shall impose, or recommend, the appropriate disciplinary action. The complainant and the harassment facilitator, if any, shall be informed of any action taken by supervisors.

If a Senator or supervisor receives a complaint, or becomes aware of violating conduct and is not the supervisor of the accused, the Senator or supervisor shall promptly report the matter to the direct supervisor of the accused and to the Secretary of the Senate.

Facilitator Process and Functions

Selection Process

Each work group shall select two staffpersons to be available for employees who have questions or concerns about possible harassment or discrimination, or who desire information about filing a

complaint. These persons shall be known as “Facilitators”.

Senate workgroups shall be divided as follows:

- Administration
- Committee Services
- Democratic Caucus (including members’ personal staff)
- Republican Caucus (including members’ personal staff)

Access to Facilitators

All Senate employees shall have access to a facilitator of their choice, regardless of the facilitator’s workgroup. Facilitators’ supervisors and Senators shall make time and space available during work hours so facilitators can perform their function in a timely and confidential manner.

Facilitator Functions

Facilitators shall assist the complainant in determining who can effectively deal with the complainant’s concerns. Facilitators shall advise complainants of the options available for addressing the situation.

Facilitators are **not** legal advisers, and are not expected to provide advice about whether a complainant has a potential lawsuit or how to file it.

Facilitators do **not** have authority to take disciplinary actions. This shall be limited to supervisors or the Facilities and Operations Committee.

Facilitators shall, upon request, be prepared to provide information regarding available state and local counselling resources.

Confidentiality

Employees’ contacts and conversations with facilitators shall be strictly confidential. The

facilitator shall inform the complainant that ultimate ability to maintain confidentiality shall depend on (1) the eventual course chosen by the complainant, and (2) who must be involved in its resolution. In the event the complainant wishes to take further action, the facilitator shall limit information about the complaint to those who have a need to know, and then only with the complainant's knowledge and consent. All conversations and documentation taken shall remain confidential unless specifically authorized for release by the complainant in writing.

Investigative Committee

In addition to the facilitator process and supervisory investigations, complaints may be filed by letter to the home address of the majority and minority leaders. Upon a receipt of a complaint, the majority and minority leaders will appoint an investigative committee composed of a member from each caucus. In the event that the majority or minority leader is the subject of the complaint, the letter shall be sent to the majority and minority caucus chair. They will appoint the investigative committee. This process may also be initiated by investigating supervisory staff or persons accused of conduct which violates this policy. The Office of Senate Counsel will serve as staff to the appointed members. Other resources may be used with approval of the appointing authority.

All efforts will be made to handle the complaint and the investigation in a confidential manner throughout this process. The investigation may include interviews with the parties who are directly involved, and where necessary, members and/or employees who may have observed or have knowledge of the alleged harassment/discrimination or who may be similarly situated with the complainant. The respondent, **(the person who is the subject**

of the complaint) shall receive notice of the nature of the complaint and identity of complainant.

The complainant and respondent, as well as any other persons determined by the committee to have a substantial involvement in the matter, will be notified of the committee's findings and recommendations in writing. Findings, recommendations, and supporting documentation will be forwarded to the Senate Facilities and Operations Committee for appropriate action.

Appeals

Within 14 calendar days of receipt, complainants or respondents who disagree with the investigative committee's findings and recommendations may appeal to the Senate Facilities and Operations Committee by filing all information they wish to have considered with the Committee Chair. The committee will conduct its review of the appeal within 30 calendar days of receipt. The committee may conduct further investigations. The committee will maintain the confidentiality of the investigation throughout its deliberations and conclusions.

Final action will be transmitted in writing to all persons who were notified by the investigative committee. A copy of the final report and all supporting documentation shall be filed with the Secretary of the Senate. Confidentiality shall be maintained by the Secretary of the Senate. Information which does not disclose identifying details may be disclosed by the Secretary of the Senate.

Disciplinary or Remedial Action

In the case of Senators, disciplinary action includes, but is not limited to, reprimand, censure, or expulsion. For employees, appropriate action includes, but is not limited to, verbal or written reprimand, probation, suspension, or termination.

The Senate Facilities and Operations Committee will take final action on the recommendations, except in the case of the censure or expulsion of a member. In such cases, the Secretary of the Senate will provide a method for conducting a vote of the Senate in the event that the legislature is not in session.

If the committee believes that the facts may constitute a criminal violation, it will notify the appropriate law enforcement agency.

In cases of alleged discrimination, the employment action taken or not taken will be subject to review and action by the Facilities and Operations Committee.

In addition to the procedures set forth above, an employee who feels that he/she has been the subject of harassment and/or discrimination may file a complaint with the Washington State Human Rights Commission or the Federal Equal Employment Opportunity Commission within six months from the date of the alleged harassment or discrimination.

Other Provisions

Retribution Prohibited

No Senator or employee may directly or indirectly use or attempt to use his or her official authority or influence for the purpose of intimidating, threatening, coercing, commanding, influencing, or attempting to intimidate, threaten, coerce, command or influence any person to hinder or prevent exercise of the right to complain about harassment or discrimination either personally or on behalf of another person; nor may any such action be taken in retribution for the filing of a complaint.

Filing Further Actions

Under no circumstances shall the complainant be encouraged or discouraged

from filing a complaint with the Human Rights Commission, the Equal Employment Opportunity Commission, a court, or through the Senate complaint process. The complainant shall be advised that the Senate complaint process **does not** suspend the time period for filing a complaint outside the Senate. In the event the complainant wishes to file an action, he or she shall be provided the appropriate addresses and telephone numbers.

Communication of Policy to Employees and Members

New employees will have a copy of the policy included in their employee packets, and will be required to sign a copy to be included in their personnel files.

All employees must attend a training sessions and will be supplied with a copy of the policy. Members will be briefed on the policy, provided with a copy of the policy as part of their orientation materials, and given the opportunity to participate in training sessions. The Senate policy will be incorporated into the Senate Personnel Policies and Procedures, which are also included in the Senate Reference Manual.

Americans With Disabilities Act (ADA) Policy

To comply with the federal Americans with Disabilities Act of 1990 (ADA) and Revised Code of Washington 49.60.030, the Washington State Senate has the following policy to ensure reasonable accommodation for persons with disabilities.

The Washington State Senate is an Equal Opportunity Employer. It is the policy of the Washington State Senate to provide all its employees with a working environment free from discrimination and harassment on the basis of sex, race, disability, or any other

status protected by law. The Senate strongly encourages all qualified applicants, especially racial and ethnic minorities, women, persons of disability, persons over 40 years of age, and veterans to apply.

Similar to the Merit System Rules, the Washington State Senate recruits, hires, trains, and promotes individuals without regard to sensory, mental, or physical disability, who meet the terms, benefits, and conditions of employment with or without reasonable accommodation.

Reasonable accommodation for employees may include, but is not limited to, making Senate facilities accessible and usable; job restructuring; part-time or modified work schedules; reassignment to a vacant position; acquisition or modifications of equipment or devices; modification of examination or training materials or policies; and the provision of qualified readers or interpreters.

The law generally requires that members of the public with disabilities not be excluded, based on their disabilities, from participation in Senate programs, services, or activities. This extends to participation in hearings, attending floor action, communicating with members and staff, and obtaining legislative documents.

The Senate has no obligation to provide accommodations which would impose an undue hardship. Generally, an accommodation would constitute an undue hardship if it would result in significant difficulty or expense. Undue hardship will be determined on a case-by-case basis. The federal law contains detailed standards on what constitutes undue hardship and these standards should be reviewed in each case.

All present and future employees with supervisory functions will attend training in an effort to become familiar with Senate procedures for reasonable accommodation. Supervisors and staff will be asked to review

this policy and any subsequent updates. A copy of this policy will be presented to all new staff members upon hiring.

Failure on the part of any Washington State Senate employee to carry out the intent of the policy and procedures concerning reasonable accommodation is appropriate cause for corrective action.

The Washington State Senate will continue to work with persons with disabilities and appropriate organizations to comply with and implement the ADA.

Procedure for Public Accommodation

- A. The Senate will provide auxiliary aids or services to facilitate public participation. Among other things, aids or services may include providing legislative documents in alternate formats, readers, sign language interpreters, and adaptive equipment, and modifying Senate facilities. Persons with disabilities who need aids or services are invited to request them. Requests must be made in a timely manner, providing the Senate with opportunity to make the appropriate arrangements at reasonable costs and without undue hardship. Generally, the Senate will not provide auxiliary aids or services to persons with disabilities under circumstances where their employers have the legal duty to do so.
- B. The process to request an accommodation is informal and simple. The person with disability makes a request to the appropriate staff person or staff director, who in turn grants or denies the request or provides a suitable alternative. If at any time a disabled person believes that his or her informal request has not been handled or decided properly or expeditiously, he/she may file a formal complaint with the ADA Coordinator(s). Note that a staff

director's or division head's authority to deal with informal requests under this policy does not include the authority to incur expenditures without the approval of the Secretary of the Senate.

Complaints filed with the ADA Coordinator(s) will be decided by the Secretary of the Senate. There will not be a hearing on the complaint. The complaint must be in writing; if necessary, the ADA Coordinator(s) may assist the person in writing his/her complaint. It should include the following: (1) a description of the request made to the staff director or division head in the informal process; (2) a statement explaining why, in the complainant's opinion, the request is reasonable; (3) a statement showing why, in the complainant's opinion, granting the request is required under the law; (4) a statement showing why, in the complainant's opinion, the informal process has not been adequate; and (5) if necessary, a medical verification that the complainant's disability constitutes a "disability" within the meaning of Title II of the ADA.

- C. When necessary to avoid discrimination, the Senate will make reasonable modifications in its policies, practices, and procedures. However, the Senate will not make modifications that would fundamentally alter the nature of its programs, services, or activities. Complainants will be notified of their right to seek resolution of any dispute through the Washington Human Rights Commission, the U.S. Department of Justice, or by filing a private cause of action.

Procedure for Employee Accommodation

- A. The Washington State Senate provides, as each situation dictates, appropriate and reasonable accommodation(s), which allow a person with a disability to meet the terms, benefits, and conditions of employment ("reasonable accommodation").
- B. An employee with a disability has the right to request reasonable accommodation. Requests should be made to the Secretary of the Senate in writing. (If necessary, the ADA Coordinator(s) may assist the employee in submitting the request in writing.) Such requests should outline the reasonable accommodation(s) desired and may be accompanied by a written statement from a physician or a qualified expert about the general nature of the disability.

A doctor or qualified expert's role will be limited to advising the Secretary of the Senate about an individual's medical condition and its symptoms. The doctor or expert will not be responsible for making employment decisions or deciding whether or not it is possible to make reasonable accommodation for a person with a disability. That responsibility lies with the Secretary of the Senate and/or the Facilities and Operations Committee.

Information resulting from medical inquiries and examinations must be kept separate from personnel files and treated as confidential. Supervisors, managers, and other persons in the workplace (as determined by the Secretary of the Senate and the employee) may be informed regarding restrictions on work or duties of employees and regarding necessary accommodations. In addition, First Aid and Safety personnel may be informed if

persons with disabilities might require emergency treatment.

Any current or future requests for reasonable accommodation must follow this procedure.

- C. Upon receipt of a request for reasonable accommodation(s), the Secretary of the Senate, in consultation with the Office of Senate Counsel and Senate ADA Coordinators, may seek outside expertise for a professional evaluation of the request in order to determine the disability status of the requester and its relationship to the terms, benefits, and conditions of the position. A determination can then be made whether the request for accommodation(s) is appropriate.
- D. The Secretary of the Senate will make a final determination on the accommodation(s) and, as warranted, consult with the Facilities and Operations Committee. The employee will be notified of the accommodation(s) determination by memorandum. In making the determination:
- The Washington State Senate and the Facilities and Operations Committee have the responsibility to balance the rights of disabled individuals with the duty of the Washington State Senate to maintain the integrity of its responsibilities and work effort.
 - Accommodation may be refused only if such action cannot be “reasonably” undertaken. Refusals to accommodate cannot be arbitrary and capricious. Rejections of requested accommodations should reflect that the accommodations were in fact considered in more than a cursory fashion and were rejected for legitimate reasons.
- E. Complainants will be informed of their right to seek resolution of any dispute through the Washington State Human

Rights Commission, the U.S. Department of Justice, or by filing a private cause of action.

[The Washington State Senate ADA coordinators are Myrna Beebe and Liz Mattos in the Secretary of the Senate’s office, 786-7550.]

Safety And Health

It is the policy of the Washington State Senate to ensure a safe working environment and to encourage and support beneficial safety and health habits. The Senate will make information on safety and health rules and its Accident Prevention Program available to all Senate employees.

Employees are expected to perform their jobs consistent with the Senate’s Accident Prevention Program and safety and health requirements.

All workplace accidents are to be reported immediately to the Secretary of the Senate and an accident report form is to be filled out for each accident.

The Senate’s Safety and Health Committee provides oversight of the Senate’s accident prevention program. The committee membership comes from Senate staff. The committee reviews possible unsafe conditions and methods of work, reviews accident reports, and suggests corrective measures where appropriate. The committee also provides safety training and educational opportunities, develops wellness programs and activities, and is responsible for emergency and fire preparedness policies and procedures.

Safety and health bulletin boards are located on the first floor in each building of Senate operations. They are used to post state mandated information as well as other safety and health information. First aid kits are located on each floor of each Senate building.

Employee Training And Development

(1) Orientation meetings may be provided on a mandatory basis for new Senate employees and as an option for current employees. Orientations should include information regarding Senate rules and policies, especially the standards of conduct for use of facilities; harassment and discrimination; and ethics. All Senate work groups should be involved in orientations.

(2) The Senate encourages a mentoring program for each work group. A process for selection of work group mentors may be established by each work group. Mentors should possess good communications skills, and a thorough knowledge of the job requirements.

(3) The Senate staff is an important asset in the Senate's service to the public. The Senate recognizes that knowledgeable and skilled employees enhance organizational productivity and efficiency, and that a commitment to professional development increases employee job satisfaction. The Senate is therefore committed to fostering and developing performance excellence in all employees, and encourages and will support employee participation in training and educational programs to enhance the skills and knowledge they need to fulfill their assigned job responsibilities and further their career potential.

Tuition Reimbursement

Because Senate employees are encouraged to continue their education through off-hour study, the Senate may approve full or partial tuition reimbursement for a qualifying course conducted by an educational institution, vocational technical school, or professional training organization.

Eligibility

The employee must be in permanent employment status at the time application is made. (A sample copy of this form can be found in the Appendices.)

The course must have an objective of furthering an employee's career development or changing or enhancing the employee's skills, knowledge, attitude, or behavior. The course must be directly related to a function of the Washington State Senate or as required for a degree. The Secretary of the Senate shall determine whether the degree sought is eligible under this Tuition Reimbursement policy.

The Secretary of the Senate will consider the availability of funds when granting qualifying requests for reimbursement.

Reimbursement

A qualifying employee will be reimbursed following satisfactory completion of a course which was previously approved for tuition reimbursement. The employee shall provide written evidence of satisfactory course completion (a grade of "C" or higher in cases where letter grades are awarded).

Reimbursement will be limited to tuition or registration fees, and will not include textbooks, supplies, parking, or other school expenses. An employee may not receive federal or state reimbursement funds which exceed the total tuition or registration costs for any course.

Reimbursement per employee will be limited to no more than six quarter credit hours or four semester credit hours, or other equivalent credits, during any one academic quarter or semester.

Absent an agreement to the contrary, an employee who moves to the House, judicial branch, or executive branch of state government prior to the completion of the

approved course will be reimbursed upon satisfactory completion of the course.

The limit per employee, per year will be \$1,250. The employee may appeal any denial to the Facilities and Operations Committee.

Miscellaneous Provisions

(1) Normal Senate work hours during legislative interim are from 9:00 a.m. to 5:00 p.m. Monday through Friday. Session work hours are normally from 8:00 a.m. to 5:00 p.m. However, employees may be required at any time to work longer hours, weekends and/or holidays to accommodate the needs of the Senate, particularly during legislative sessions or committee assemblies. No compensatory time off for these extra hours or days of work will be granted without the express approval of the Facilities and Operations Committee.

(2) If personnel matters arise which these policies and procedures do not specifically address, the Secretary of the Senate may look to state civil service law for reference and guidance.

(3) No workplace reprisal or retaliatory action is permitted against any Senate employee who in good faith cooperates or has cooperated with any of the following in reporting or investigating potential violations of law or legislative rules or policy:

- A. The Secretary of the Senate, Deputy Secretary, Senate Counsel, Senate supervisors, or Senators;
- B. Facilities and Operations Committee or Employment Committee;
- C. Legislative Ethics Board;
- D. Any state agency; or
- E. Any law enforcement agency.

✧ **SECTION III: SENATE OPERATING POLICIES**

Computer Policies

- Software Policy

- Internet and Electronic Mail

- Check-out

Public Disclosure Commission Reports

Legislative Telephone Use

Printing and Mailing

Travel Requests and Reimbursement

Meeting Requests

District Offices

Parking

Smoking

Equipment

Dress Code

Photographs/Tapes

Computer Policies

The Senate has a homepage at: <http://leginfo.leg.wa.gov/www/senate.htm>

Software Policy

Purpose

To enforce compliance with federal copyright law; to prevent the misuse of Senate-owned software; to protect the Senate's investment in software and data files from possible damage caused by software viruses or unauthorized system access; and, to facilitate a complete and regularly scheduled record keeping process in order to meet the Senate's inventory and auditing requirements.

Definitions

Backup copy:

A duplicate of data files or software applications saved on secondary storage medium to be used to restore services in the event of a system malfunction or loss of data.

Beta software:

Software that is sent out for select users to test, before the final production release.

Computer virus:

Software used to infect a computer. Infected programs may copy the virus to other programs. The virus could be a simple prank, or it may intentionally destroy data or program files.

CSF:

Computer System Facilitator. A legislative personnel classification for employees who provide computer expertise for their workgroup.

Electronic Bulletin Board Systems (BBS):

A computer system which other computer users can connect to via modem. BBS's are used to transfer/disseminate messages,

and electronic data and program files (e.g., Compuserve).

Freeware:

Software distributed by the programmer or manufacturer without charge.

Hard disk/drive:

Primary personal computer storage medium that is made of rigid disks with a magnetic recording surface. Most often a hard disk is referred to by a letter (C: drive).

Locally attached:

Physically connected to the personal computer.

Network:

A system of interconnected computers and terminals that communicate with one another.

Shareware:

Software distributed on a trial basis for a specified period of time. Once the trial period is over the software must be registered (purchased) or not used.

Description

Courts have found organizations, and their executives, liable for copyright infringement when unauthorized copies of software were used to the organization's benefit - even when the copying was done without the knowledge of management. Under U. S. copyright law, the owner of an original copy of computer software may legally make or authorize the making of another copy provided that "such a new copy or adaptation is created as an essential step in the utilization of the computer program....or as a backup copy". Unauthorized duplication of

software, in contrast, may subject the individual to federal or state liability.

Senate policy prohibits the use of public facilities or resources for non-legislative purposes. The Senate's software policy should reflect and enforce existing rules regarding misuse of state resources.

To protect its large investment in software, the Senate must institute procedures to minimize the risk of intentional or inadvertent sabotage. Computer viruses are a growing problem, and can result in anything from a simple nuisance to a catastrophic loss of data. Viruses are usually spread via files or programs downloaded from electronic bulletin boards (BBS), or in some cases, by unauthorized access to a computer or network.

Annual inventories and auditing, combined with an increasing number of requests for information from the public, have increased the need for an automated software inventory process. An accurate inventory is also necessary to ensure compliance with software licensing agreements.

Policy

The Washington State Senate will adhere to all licensing, copyright laws relating to the purchase and/or use of computer software and related documentation.

Software or software documentation protected by copyright may be copied only with the written permission of the copyright holder. Any unauthorized reproduction of copyrighted material may subject the responsible employee to disciplinary action, civil liability, or both.

Software that has not been purchased or authorized by the Secretary of the Senate shall not be installed on Senate computer equipment. The Senate will obtain any software it deems necessary for its employees to perform their legislative-related work.

General Guidelines

1. Users are authorized to make a "backup" of software applications and any data contained on their "locally-attached" hard disk (to be used for restoration in the event of a hard disk failure). Other copies for personal use or distribution are not authorized.
2. Only software purchased or authorized by the Senate will be permitted for use on Senate-owned computers. Software installed on Senate machines must be utilized exclusively for legislative purposes. All other software is prohibited. Software for personal or recreational use (i.e., games, personal finance programs, etc.) will not be approved for purchase or installation. Recreational software incorporated in any Senate-purchased or authorized software will be eliminated from the software prior to installation on Senate-owned computer equipment.
3. All software should be requested for purchase via the SOS's office. Persons desiring to independently obtain software not approved for purchase through the Senate must obtain authorization from the SOS for such software to be installed on a Senate-owned computer hard drive. Prior to review by the SOS, any software requests should be submitted to the requestor's supervisor(s), and where applicable, the workgroup's CSF.
4. Those users wishing to evaluate software, including "shareware" and "freeware", or participate as official "beta" test users must receive prior authorization from the SOS. Prior to review by the SOS, these requests should be submitted to the requestor's supervisor(s), and where applicable, the workgroup's CSF. Computer System Facilitators (CSF's), or other advanced computer users, may request and receive a general authorization

to evaluate software. However, they must take precautions to prevent the spread of computer viruses and agree to comply with applicable licensing agreements and copyright laws.

5. Any software which has a significant computer virus risk (e.g., downloaded from an electronic bulletin board) should be screened with virus detection software before it's loaded on a Senate-owned computer. Virus detection software is available via LSC or Senate computer system facilitators.

Enforcement

The Senate recognizes its obligation not only to adopt software policy, but also to enforce it. The Senate shall enforce this policy through:

- Senate-wide distribution of this policy and the continuing education of employees;
- carefully monitored installation, upgrading, and de-installation of any software used by the Senate;
- an automated software inventory system;
- a centrally located file containing copies of vendors' licensing agreements;
- periodic software audits of all Senate-owned computers; and
- disciplinary action as appropriate.

Internet and Electronic Mail Policy

Use of Internet & Electronic Messaging

Any use of the Internet by members and staff of the Senate must comply with the Rules of the Senate, all policies and procedures of the Senate, the Standards of Conduct regarding Use of Public Facilities, and all statutes governing the Senate.

The Secretary of the Senate must pre-approve any use of commercial or pay-for-use services available via the Internet. All Senate Internet users must use their assigned account

names and passwords and are responsible for using effective password security. To ensure compliance with copyright laws and maintain the security of the legislative network, users are prohibited from downloading and/or installing software (commercial, freeware, Beta, etc.) without prior consultation with their work group's Computer System Facilitator.

Use of this service is limited to the conduct of official Senate business, or the duties of a Senator in representing constituents.

Personal use of the Internet is allowed only in cases where: 1) it is incidental, infrequent, involves little or no actual cost to the state; 2) it does not interfere with performance of official duties, and 3) there is a public benefit such as increasing employee morale or improving work-related job skills.

Each user is individually responsible for the content of any communication sent via the Internet. As a member or an employee of the Senate, you should be aware that documents created on your PC, correspondence you send or receive via e-mail and records of sites you visit on the Internet may become public information. While such information is generally not disclosable, there are ways it may lose its privacy or confidentiality. The Senate has the ability to track Internet sites visited by PCs that are connected to our network to ensure compliance with this policy.

Internet messages, generally have no guarantee of confidentiality, but electronic mail within our network is in most cases secure between sender and receiver. However, e-mail can be mistakenly addressed or forwarded to others for whom it was not intended. Even though you have deleted an e-mail on your screen, there is no guarantee that it has been removed from the system — the same goes for documents created in word processing and other programs available for your use.

Any time you post a comment on a USENET news server, you leave your Internet address behind. Anyone using an Internet search site has the ability to search for the address, determine who has left postings, and read, print, copy, or forward their contents. Postings of a non-legislative nature violate the Senate Internet policy.

Inquiries regarding the particular use of an Internet service, including whether or not such use constitutes “official Senate business” or “permitted personal use” shall be directed to the Secretary of the Senate or Office of Senate Counsel.

Computer Check-out

If you have Senate duties which you need to perform at home or on a work-related trip, some laptop computers are available for check-out on a short-term basis. If you’d like to reserve one, contact the Supply Office (7022). The Senate has a limited number of computers on hand for this purpose, so please return them promptly for others to use.

Public Disclosure Commission Reports

Certain legislative staff are required to file a Personal Financial Affairs Statement (F-1) with the Public Disclosure Commission. If your financial situation has not changed substantially from the time of your last report, you can file the shorter F-1A form. (Note that an F-1A form cannot be used for more than THREE consecutive years.)

Senate employees in the following positions must file a report with the Public Disclosure Commission:

Secretary of the Senate
Deputy Secretary of the Senate
Senior Staff Director
Caucus Staff Director

Senior Staff Coordinator
Staff Coordinator
Associate Fiscal Analyst
Fiscal Analyst I
Fiscal Analyst II
Senior Fiscal Analyst
Associate Research Analyst
Research Analyst I
Research Analyst II
Senior Research Analyst
Associate Staff Counsel
Staff Counsel I
Staff Counsel II
Senior Staff Counsel
Leadership Counsel
Associate Information Officer
Information Officer
Senior Information Officer
Information Coordinator
Senior Counsel
Counsel
Associate Counsel

F-1 and F-1A forms are available from the following offices:

- Secretary of the Senate’s office, 306 Legislative Building
- Democratic Caucus, 322 John A. Cherberg Building
- Republican Caucus, 201 Institutions Building
- Committee Services, 200 John A. Cherberg Building

Dates to File: Present staff must file during the period of January 1 - April 15 each year. New staff must file within two weeks of their hiring date.

In addition to financial information, you must report any travel expenses or registration fees which are “paid by a source other than the Senate.”

For further information, contact the PDC at 753-1111, or the Secretary of the Senate’s office at 7550.

Legislative Telephone Use

Senate Policy

The primary use of Washington State Senate phones shall be to conduct official state business.

The SCAN system shall be used to place all official long distance telephone calls. In those cases where it is necessary to place a call which is outside the employee's access area (generally the continental U.S.) such calls shall be placed through the Secretary of the Senate's Office. In cases where direct access to SCAN is unavailable, the SCAN Plus calling card shall be used.

No expense to the Senate shall be incurred for personal long distance calls. The SCAN system shall not be used to conduct personal business. Personal long distance calls shall be charged to the caller's home phone or a personal credit card. Recognizing the part-time nature of our citizen legislature, for members serving in Olympia on legislative business, calls to their official residence are not considered personal calls.

Disciplinary action may result from inappropriate use of the SCAN system.

Collect telephone calls received from the general public shall not be accepted. The Legislative Hot Line is provided for toll free legislative activity.

No person shall connect, disconnect, move, change, or alter in any manner, any telephone service or equipment. The LSC Telecommunications staff shall perform all such tasks.

Definitions

In the case of members' staff, "supervisor" shall mean the member. In all other cases, it shall mean the Staff Director or his/her designee.

Procedure

Each month Senate Accounting shall distribute SCAN call detail and cost statements to employees and members with their paychecks. It is each individual's responsibility to review the call detail report, highlight any questionable calls, errors, or personal calls, sign it, and return it to the supervisor. The individual's signature or initials shall certify that the detail report contains no personal calls, or that any personal calls have been reimbursed (see below). Members shall monitor their own SCAN activity and retain their call detail reports.

In cases where questionable calls or errors are discovered in the call detail report, the individual shall forward a copy of the signed original report, with the calls in question highlighted, to the Secretary of the Senate, together with any explanatory material.

If, through some unforeseen circumstances, a personal long distance call is made on the SCAN system or SCAN Plus card, the caller shall forward a copy of the signed detail report, with the calls in question highlighted, with an attached check for reimbursement, to the Secretary of the Senate. Checks for reimbursement should be made payable to the Washington State Treasurer, notated that they are for "telephone services."

The call detail reports contain information which is private and confidential in nature. This includes both the numbers called and the caller's SCAN access code. The confidential nature of this information should be considered carefully in the handling, routing, and retention process.

The State Auditor shall have access to all numbers called and the caller's SCAN access code for audit purposes only. At the conclusion of the audit, the State Auditor shall return all phone records to the Senate/House with the exception of any such

records determined to constitute malfeasance, misfeasance or nonfeasance in office.

Signed call detail reports shall be retained on file by the supervisor through the audit time frame. Supervisors/designees shall have authority to review the call detail records of their staff at any time.

Additional access to the call detail reports shall be limited to the Secretary of the Senate and such other persons as approved by the Facilities and Operations Committee.

Cellular Telephone/Telepager Reimbursement

The Majority Leader, Caucus Chairman, Minority Leader, and Minority Caucus Chairman shall be entitled to a mobile phone unit to be installed and maintained at the expense of the Senate. This unit may be purchased or leased.

In the event that any of the above leaders vacate said leadership position following installation of a mobile unit, the following procedures shall apply:

- a. If they are in possession of a leased unit, the Senate shall pay the lease costs for 30 days following the date of vacation from said leadership position;
- b. In the event the Leader is in possession of a purchased unit, the Senator may return the unit within 30 days following the date of vacation from said leadership position, or said Senator may purchase the unit from the Senate at a cost to be agreed between the Senate and the Senator.

All members of the Senate, to include Leadership, shall be entitled up to \$150 reimbursement for air time, long distance, and fees, if any, regarding the use of said unit for legislative activities. Each Senator, to include Leadership, may have a Telepager in addition to a cellular phone. The total

reimbursement to be paid by the Senate shall not exceed \$150 a month.

All billings will be sent directly to the Senator and reimbursed pursuant to standard Senate reimbursement policies. The Senator shall submit a cellular phone voucher (sample is provided in the Appendices) along with the face sheet of the billing to Accounting for reimbursement purposes.

Printing And Mailing

Printing, Mailing, and Distribution of Senate Publications (1/1/95)

Postage and Production Limits

Postage and Production limits for the Senate shall be determined periodically by the Facilities and Operations Committee. The purpose of these limits is to pay the cost of members' official communications and correspondence, and shall be used for official purposes only. It is the responsibility of each member to assure that use of postage and production services provided by the Senate conforms to the letter and spirit of the provisions of 42.17 RCW and 42.20 RCW, which provide civil and criminal penalties for misuse of public office facilities.

"Mass Mailings" (minimum 200 pieces) to a qualified mailing list shall be "Bulk Rate Indiciaed" and be charged the bulk rate of postage to the individual member's and officer's postage account. Use of the postage meter for mailings of less than this amount is encouraged and the Secretary of the Senate may issue postage stamps in reasonable amounts for convenience in completing routine office correspondence, to be charged to the individual member's and officer's account.

The staff contact processing a member's mailing shall ensure that there are sufficient funds in the member's postage and

production accounts to cover the cost of the mailing. Members' accounts shall not be overdrawn except when members are participating in a joint mailing with House members and are guaranteed reimbursement by the House for the House member's share, but only after prior written approval of the Secretary of the Senate.

Members and officers are prohibited from transferring postage or production amounts to another Senate member. A Senate member may reimburse a House member for a percentage of the cost of a joint mailing. However, this does not prohibit a member from paying the entire cost for a joint mailing with a House member. In the case of a joint mailing involving only Senate members, each district shall pay its proportionate cost of the mailing.

For each calendar year, individual members' postage and production allowances shall be limited to \$15,000. The postage balance of the Lt. Governor (President of the Senate) shall not exceed \$5,500. Exceptions to the limits shall be approved by the Facilities and Operations Committee. At the end of each year, the balances from all allowances revert and new balances will be established.

Mailings During the Year Preceding Expiration of a Term

Within the 12 months preceding the certification of election to the Senate, a member may:

1. Mail one mailing within 30 days after the start of a regular legislative session and one mailing mailed within 60 days after the end of a regular legislative session of identical newsletters to constituents.
2. Respond to unsolicited requests for a response for information or to any unsolicited letter, phone call, fax or personal correspondence from a

constituent regarding a public policy matter within the jurisdiction of the Legislature or state government.

Content Restrictions

There shall be no content restriction on publications except as follows:

1. Language which supports or is adverse to the candidacy of an elected official or a ballot issue shall not be permitted. (RCW 42.52.180)
2. Use of public facilities for private benefit of self or another shall not be permitted. (RCW 42.52.160)
3. No member shall impeach the motives of any other member (Senate Rule 29).
4. Photos shall be limited as follows:
 - a. In member publications, there shall be no more than two photos which include the member.
 - b. In committee publications, there shall be no more than two photos which include the chair. Additional photos depicting members shall be a balanced representation of the full committee membership.
 - c. Photographs depicting members' families are prohibited.

Mailings and Distribution of Publications Outside the Member's District

Mailings of publications by members to districts other than their own, to include joint senatorial mailings, shall be prohibited unless approved by the Facilities and Operations Committee.

Distribution of publications (by means other than mailing) outside the member's district shall be permitted only with the consent of the member whose district is affected.

In a year where a redistricting plan has been adopted, members shall not be allowed to send mailings or distribute Senate publications into the "new" districts until after the general election of that year. This includes joint mailings or distribution of Senate publications at "forums" with other members.

Members may send mail or distribute publications outside the district in response to citizen requests.

Committee Mailings

Committee mailings are prohibited except for weekly schedules of meetings.

Caucus Mailings

Caucus mass mailings shall be approved by the Facilities and Operations Committee. Annual postage allowances for each Caucus shall be limited to \$4,200 per year and production costs limited to \$2,000 per year. At the end of each calendar year, the balances from all allowances revert and new balances will be established.

Printing and Mailing Requests

All requests for printing or mass mailing at public expense shall be approved by the Secretary of the Senate or the Secretary's designee. In the event that the Secretary of the Senate determines that there is a possible or probable violation of Chapter 42.17 RCW or 42.20 RCW or that the proposed printing or mailing is intended for electoral purposes rather than legislative in nature, the Secretary shall inform the member submitting the request of the reasons for disapproval. The requesting member may then submit the proposed printing/ mailing to the Facilities and Operations Committee for approval or disapproval.

A written work order shall be required for all printing and mass mailing requests. A copy of all printing requests shall be filed with the office of the Secretary of the Senate or designee, to include:

1. Name of the requesting member/person
2. Date of the request
3. Number of copies requested
4. Information as to whether or not the request is to be mailed outside the requesting member's district.
5. Method of Distribution
 - a. Handout
 - b. Office mailing
 - c. Mailing through Production Services
6. Information regarding mailing labels or addressing
7. Split percentage with House or other member (if a joint mailing)
8. Name of staff contact:
 - a. Member approval of text and proofs
 - b. House member approval and adherence to House guidelines
 - c. Coordinating the elements of the mailings
 - d. Proofreading
 - e. Keeping the member(s) informed of the status of the project

Format and Materials Guidelines

Newsletters and Questionnaires:

Single sheet not to exceed 14 X 17

Government/Senior Guides:

8.5 X 11 single sheet tri-fold pamphlet

8.5 X 14 single sheet quad-fold pamphlet

Larger versions are limited to a 5.5 X 8.5 booklet, 24 pages maximum

Paper:

White recycle only

Colored recycle paper may be used for “In Touch” mailings when it is in stock, and when it is less expensive to use than designed “In Touch” stock.

Ink:

Black only, or black and one other color from a choice of 21 colors

Requests for additional mailings or mailings which exceed the size guidelines must be submitted in writing and approved by the Facilities and Operations Committee. These requests must include all pertinent information regarding the mailing, such as number, cost, and list of groups to whom the mailing will be sent.

Policy Dissemination

The Secretary of Senate shall provide each present and future member and officer of the Senate a copy of these guidelines and of the pertinent RCW sections cited herein. The Secretary shall provide members a record of their postage withdrawals on a quarterly basis.

Public Records

This policy is adopted to comply with chapters 341 and 397, Laws of 1995, regarding inspection and copying of public records in the custody of the Secretary of the Senate. All applicable statutory definitions apply.

All public records as provided by statute under the custody of the Secretary of the Senate are available for public inspection and copying from 9 a.m. through 5 p.m., Monday through Friday, excluding legal holidays.

A request to inspect or copy any Senate public record may be made orally or in writing to the office of the Secretary of the Senate.

Within five (5) business days of receipt of a public records request, the Secretary of the Senate shall respond by either (a) providing the records; (b) acknowledging receipt of the request and providing a reasonable estimate of the time required to respond to the request; or (c) denying the request and stating the reason for such denial.

As provided by law, the Secretary of the Senate shall determine if a requested public record is exempt from disclosure and may delete identifying details in public records if disclosure would be an invasion of privacy.

No fee shall be charged for inspection of public records. No fee shall be charged for copying any public records of twenty (20) or fewer pages. A fee of ten (10) cents per page shall be charged for copying public records of more than twenty (20) pages.

A fee of \$10 per audio or video tape of any Senate proceeding shall be charged. The Senate will provide audio and video tapes as appropriate.

Additional fees may be charged for the actual cost of preparing a public record for inspection or copying, and for restoring the public record, if necessary.

Fees are payable at the time the copy is furnished.

Single copies of bills are available without charge by calling the Legislative Bill Room at (360) 786-7573.

Travel Requests And Reimbursements

Members are entitled to receive mileage and per diem when attending meetings of Senate standing committees to which they are assigned (such as Education, Ways and Means, etc.). This includes participation in Senate interim committee weekends. Travel

requests are not required for these or approved caucus meetings.

If a member is appointed to a statutory or select committee, and per diem and travel is not assumed by that particular committee, reimbursement will be made by the Senate.

However, it is necessary to receive prior approval for these meetings by submitting a travel request to the Secretary of the Senate. (A sample copy is provided in the appendices.)

If approved by the Secretary of the Senate (on behalf of the Facilities and Operations Committee), two copies of the signed travel request will be returned to the member. Copies of approved travel requests should be attached to the member's expense voucher when requesting payment from Accounting. Members may seek reimbursement on a regular basis throughout the month, or at the end of the month, whichever is most convenient. You will find a sample expense voucher in the appendices.

If a member requests attendance at a conference requiring a registration fee, a completed registration form must accompany the travel request, and upon approval, the registration form and fee will be forwarded to the conference by the Secretary of the Senate's office.

Travel arrangements are the responsibility of the member or member's legislative assistant. Airline tickets may be billed to the Senate, charged to the Senate American Express Business Travel Account (BTA), or charged to the member's credit card. Hotel accommodations are paid for by the member from his or her per diem allotment. All receipts for hotels, parking, and airline tickets not previously charged to the Senate, must be attached to the travel expense voucher.

In-Session Travel for Legislative Business

(by F & O Committee)

In addition to the one constitutional round trip per session, members are allowed travel mileage reimbursement during session as follows:

- Two round trips during 105-day session.
- One round trip during a 60-day session
- One constitutional round trip during a special session.

The initial (constitutional) round trip is reimbursed at 10 cents per mile.

Reimbursement for this trip will be paid at the beginning of session. Subsequent trips will be reimbursed at the standard per mile rate as determined by OFM.

Out of State Travel

Pursuant to the direction of the Facilities and Operations Committee, the Secretary of the Senate has the authority to approve one out-of-state trip per member per calendar year. These trips include NCSL, CSG, ALEC, and other legislative related meetings as determined by the F&O committee. Subsequent trips must be approved by the Facilities and Operations Committee.

All foreign travel requests, if approved by Facilities and Operations, will be paid to the farthest part of the United States or destination whichever is lowest.

Consideration will be given by F & O to requests by Leadership, Committee Chairs and Minority Ranking Committee members if they are members or officers of regional or national legislative committees.

Staff Travel

Senate staff are required to submit requests for all travel and should follow the same procedures outlined above for members.

Personal staff are not allowed registration fees or mileage to attend meetings or conferences for the Senators. Senate Committee Services and/or Caucus staff cover most of these meetings and will be happy to give you and/or the Senator a report.

The Senate will pay the Legislative Assistant for three round trips, per year, to the Senator's district.

If the senator feels it is important for his/her personal staff to attend a meeting or conference, he/she can pay personal staff expenses from the \$1,350 he/she receives each quarter as reimbursement for legislative expenses not directly paid by the Senate. In any event, attendance at meetings and conferences on behalf of, or at the direction of a Senator, is considered Senate activity and does not require use of annual leave.

Quarterly Expenses

Senators have a quarterly allotment of \$1,350 to cover legislative expenses for which they are not otherwise entitled to reimbursement. This allowance pays for expenses incurred in the district, such as the cost of establishing a district office, attending local interest meetings, paying for mileage for district meetings, and subscribing to newspapers.

Every three months Accounting forwards a quarterly expense form to each senator, which must be signed and returned. The Senate is required to report the quarterly allowance as income to the Internal Revenue Service. At the end of the year, Accounting will send members an IRS Form 1099 outlining the quarterly allowance they received. Members may wish to keep some accounting of their actual expenses in order to satisfy the requirements of the IRS.

Meeting Requests

All out-of-town caucus and committee meetings must be approved in advance by the Secretary of the Senate. A meeting request form should be submitted if the member or staff is making meeting arrangements which involve facility charges and travel expenses by staff or members (see sample in the Appendices). If there is not an approved meeting request on file, the Senate will be responsible for facility charges or travel expenses.

If a member or staff person is simply attending a scheduled meeting outside of Olympia, a travel request is sufficient.

District Offices

Requirements

If a Senator elects to have a District Office, he or she must provide office space for his/her personal staff. District office expenses and related expenses (such as staff travel) must be paid from other sources to include the Senator's quarterly allowance. If the district office is located in a single entity or private business, the Senate office must be a separate room, accessible to the public, and clearly marked with the Senator's name. The office may not be located in the personal residence of the staff member. It may be located in the Senator's personal residence only if it meets Senate requirements.

The district office shall be the office of an elected official and state employee and will be approved by the Secretary of the Senate. All Senate personnel rules, including working hours, shall apply.

Equipment

The personal computer and printer from the Senator's Olympia office may be transferred

to the in-district office during the interim following coordination with Senate Supply.

The equipment may be used for legislative purposes only. The computer and printer may not be transferred to the personal residence of a Senator unless the residence houses a Senate-approved in-district office. Other office equipment must be furnished by the Senator at no cost to the Senate. Office supplies consistent with those which would normally be furnished to the member's Olympia office may be obtained through Senate Supply.

Insurance

The Senate pays annual premiums to the state's self-insurance program. As such, coverage is provided to the Senate, its employees and elected and appointed officials, while acting within the scope of their employment. Claims may include those arising from bodily injury, personal injury, and property damage to a third party, attributable to the Senate.

The Senate assumes responsibility for all Senate-owned computer equipment. Other items purchased for the office (fax machine, desk, artwork, etc.) are not covered by the Senate or the state of Washington. A senator may choose to purchase private insurance for such items. It is the landlord's responsibility to provide coverage for destruction of the premises, not attributable to the Senate.

Americans with Disabilities Act (ADA)

The federal Americans with Disabilities Act requires businesses and public agencies to ensure that their facilities and activities are accessible to and usable by individuals with disabilities. If your district office does not meet this criteria, you may accommodate persons with disabilities by meeting with them at another location. If you schedule

district events, it is advisable to select accessible meeting facilities.

Parking

Each senator is assigned a specific parking space for his or her exclusive use during session and committee weekends. Parking assigned to members is available for their personal use only and should not be used by staff.

Members who visit the campus during interim (other than committee weekends) may park in the South Lot, the Senate Garage, or spaces 24-27 behind the Institutions Building. The hanging permit should be displayed on the rearview mirror.

Parking for staff is made available on a seniority basis (or in a few cases, by position within the organization). Staff are often reassigned to a new parking space during session because some areas become parking for Senate and House members only. This particularly occurs in the Legislative Building Lot, behind the Cherberg Building, and the horseshoe area behind the Institutions Building.

Leased, assigned parking areas are monitored by the State Patrol. **If you park in an unauthorized spot, your car may be ticketed and/or towed away. If someone has parked in your spot or your lot has overflowed, park in a visitor lot and notify GA Parking (753-3269) and/or Shirley Wayland in the Secretary of the Senate's office (7593) immediately.**

Notify Shirley of your parking needs and to register any changes in vehicle ownership. If you sell a vehicle, peel off the old decal, attach it to a sheet of paper with your name on it and return it to 307 Legislative Building. A temporary hanging permit will be issued to you while you wait for your DOL vehicle license registration.

Employees who do not have a parking assignment may receive a monthly bus pass to travel locally or on Pierce Transit. A temporary parking permit may be purchased for \$1.00 by commute trip reduction participants and any employee who needs a one-day pass, such as when district office staff come to Olympia other than committee weekends. The date of use must be written in ink by the employee and the temporary permit should be hung on the rearview mirror in order to be valid.

Free employee parking is available year round on Deschutes Parkway on the west side of Capitol Lake. Transportation to and from the parking area will be furnished by Intercity Transit shuttle buses. This service also is available to constituents who visit the Legislature. Check a current shuttle schedule for times of operation.

Smoking Policy

Smoking is prohibited in all space assigned to and under the control of the Washington State Senate. This includes public and/or adjacent areas such as:

- Elevators
- Stairwells
- Corridors and hallways
- Conference rooms
- Hearing rooms
- The Senate chambers, wings, and galleries
- Public restrooms
- The rotunda of the Legislative Building
- Senate Members' offices

Equipment

Appropriate care should be shown for all furniture and furnishings in the Senate Chamber, offices and committee rooms. Equipment appropriate to your duties will be assigned to you for your use as a Senate

employee. You are personally responsible for items issued to you. In the event of termination, or relocation to a different office space, you are requested to immediately notify the Senate Supply Supervisor in order for the fixed asset inventory to be updated. Any items which are lost or stolen must immediately be reported to the Sergeant at Arms.

Dress Code

Employees are requested to dress appropriately for their positions and in a manner which will reflect the dignity of the Legislature. Cutoffs, thongs and sleeveless (tank top) shirts are not allowed. During session, men are required to wear a jacket and tie in the Senate chamber.

Photographs/Tapes

Audio Tape Duplication Policy

Requests and billings for tapes shall be submitted through the Secretary of the Senate's Office. The charge for the tapes will be \$10 per tape, regardless of length, to all persons requesting tapes except state agencies or state-funded groups. Checks should be made payable to the Washington State Treasurer and forwarded to the Secretary of the Senate's Office.

Tapes will be duplicated for state agencies or state-funded groups at no charge if new tapes are provided. If new tapes are not provided, there will be a \$5 charge per tape.

State agencies, lobbyists, and interested persons shall be allowed to listen to tapes of committee hearings. Due to staff duties and availability, it will be necessary to coordinate this activity with the appropriate committee staff. Senate floor action is recorded on reel to reel tapes. Due to limited staff, office

availability, and process used for storage of tapes, it is requested that tapes of floor action be purchased.

Senate members are entitled to a maximum duplication of two audio tapes. Requests for three or more copies must be approved by the Secretary of the Senate. Copies must be for personal/office use. Copies for constituents or other interested parties will be subject to the charges in items 1 and 2 above.

The Washington State Senate will adhere to all licensing and copyright laws related to the purchase and use of audio tapes. Tapes protected by copyright may be copied only with the written permission of the copyright holder. Any unauthorized reproduction of copyrighted material may subject the responsible employee to disciplinary action, civil liability, or both. neither the Senate nor the state of Washington will defend or indemnify employees in legal actions based on copyright violation if the violation results from the employee's willful misuse or negligence in the handling of copyrighted material.

Senate Photo Policy

The mission of Senate Photography is to directly support the Members of the Senate, the Lieutenant Governor, and the Secretary of the Senate. The following policy guidelines are designed to clarify appropriate photo requests, and to limit those requests which fall outside the photographers' assigned duties.

Members:

For members or their staffs, there is no need to call to schedule page pictures. Simply arrange with the Senator and the Page to meet on the floor before or immediately after the floor session. A photographer will be on the floor one half hour prior to session, and immediately after adjournment or recess.

Senators will receive four 8 x 10 prints of large groups which they can send to the groups. Individuals may purchase additional copies of group pictures by contacting the Senator's office or Senate Photography.

Members or staff wishing to obtain a photograph of another sitting Senator must have the written permission of that member. Anyone wishing to obtain photos of past members must obtain approval from the Secretary of the Senate.

Members or staff wishing to utilize Senate photos for other than official legislative use must purchase them from the Secretary of the Senate/Senate Photography. Under no circumstances will Senate negatives be loaned out to individuals.

Pages:

During orientation, the Page Supervisor will inform pages they may have their picture taken with their sponsoring Senator only and they will receive a copy from their Senator free of charge. Copies of the weekly group page picture are also available for purchase from the Page Supervisor.

Interns:

The intern supervisor will inform the interns they may have their pictures taken with their assigned Senator only and they will receive a copy from their Senator free of charge. A group intern picture may also be scheduled and copies available for purchase.

Other staff:

Supervisors of all other departments, i.e. Security, Tour Guides, Bill Room, caucus staffs, etc, may schedule group photos which may be purchased from Senate Photography/Secretary of the Senate.

Staff members may receive one picture of a bill signing ceremony upon request. If additional bill signing photos are requested

for personal use, the staff member will pay the same amount charged the public.

Employees are encouraged to bring their own cameras to take souvenir photos with Senators, the Governor, Lt. Governor, other staff members, visiting celebrities, and dignitaries, etc. Senate Photography does not provide these services to staff.

Contacting Photographers

In order for the photographers to provide you with the most responsive service, please give them as much notice as possible of photo assignments or cancellations. Photographers may be contacted in the lab (7586) or via digital beeper (Dick Baldwin at 786-3253

and Karen Flemer at 786-4133). When calling the beepers, after you hear the series of tones, please enter your telephone number or the number you wish to be called, and hang up.

Purchasing Photos

Cost for Senate photos are as follows: (5X7 black and white prints) first print \$5 each; \$3 each after; (8X10 black and white prints) first print, \$8, \$6 each after. There is an additional charge for color prints, if available. There is a \$5 fee for retrieval of negatives that are on file in the State Archives.

✧ **SECTION IV: SUPPORT SERVICES**

Accounting

Billroom

Caucus Staff

Committee Services

Facilities

Hotline

Interns

Legislative Service Center (LSC)

Page Program

Photography

Production Services

Secretary of the Senate

Sergeant at Arms

Supply

Tours (State Capitol)

Accounting

112 Legislative Building 7598/7599

Kandy Bruesch and Sue LaVack are our accounting staff. They are responsible to administer many of the Senate personnel functions: payroll, employee benefits, leave, health and life insurance, and retirement. They also assist the Secretary of the Senate in paying bills and keeping track of the Senate budget.

Billroom

120 Legislative Building 7573

Copies of all bills, amendments and many other legislative documents are available from the Billroom located on the first floor of the Legislative Building. Most of these publications are available without charge; however, certain documents are available to the public for a fee or on a subscription basis.

- Bills and Amendments
 - Floor Calendars
 - Daily Status Sheets
 - Meeting Schedules
 - Digests and Supplements
 - Glossary of Terms
 - District Maps
 - Interim Committee Reports
 - Roll Call Transcripts
 - Bill Reports
 - Legislative Reports
 - State Symbols
 - Legislative Manuals
 - Toll Free 800 Numbers
 - Pictorial Guide & Telephone Directory
 - How a Bill Becomes a Law
 - How to Testify
- and many others . . .

Caucus Staff

Democratic Caucus

322 John A. Cherberg Building 7350

Republican Caucus

201 Institutions Building 7517

The Democratic Caucus and Republican Caucus have staff specifically designated to work with members of the Senate Democratic and Republican Caucuses. They perform various functions, including legal analysis, preparation of legislation, constituent communications, and administrative support.

Generally, the research or policy staff are assigned by issue or committee expertise. Communications staff usually are assigned to write for several members. Caucus administrative staff provide clerical, computer, and phone support for caucus staff and members' offices, as well as assistance with constituent casework.

The caucus staffs respond to a variety of member requests for assistance on research projects and constituent problems.

Committee Services

200 John A. Cherberg Building 7400

Senate Committee Services (SCS) staff consists of research analysts, assistants, attorneys, committee coordinators and a staff director. The annual SCS staff is supplemented by additional analysts, attorneys, and clerks during session.

Committee staff support includes:

- (1) legal analysis of current laws and regulations, court decisions, and proposed legislation;

- (2) analysis of state agency programs and emerging issues at the federal, state, and local levels;
- (3) suggestion of legislative approaches to issues and production of preliminary bill drafts; and
- (4) logistical arrangements and conduct of committee meetings under the direction of the committee chairs.

Committee Services staff produce the analyses and bill reports used for committee consideration and Senate floor calendars, which also are used for the Final Legislative Report. SCS also produces monthly, weekly, and daily legislative meeting schedules.

In addition to standing committee responsibilities, Senate Committee Services staff provide professional support to select and special legislative committees. They also respond to individual member requests for assistance on various research projects and constituent problems.

Facilities

116 Legislative Building 7012

Legislative Facilities is a joint Senate-House office which handles our day-to-day facility needs such as heating, lighting, facility repairs, etc. This office also serves as our liaison to General Administration in many cases. Other responsibilities include coordinating any remodeling, redecorating, and refurbishing of the legislative offices in the four west campus office buildings.

If you have heating or cooling problems, burnt out lights, or other maintenance problems, contact the Facilities Office.

The Senate provides limited custodial support during the interim and additional custodial services during session. If you have any questions, contact Facilities.

Hotline

438 John A. Cherberg Building 7763

The Legislature provides a toll-free hotline (1-800-562-6000) which citizens throughout the state can use as a vehicle to communicate with their district legislators at no personal cost. The Hotline also has Telecommunications Device for the Deaf (TTY) equipment, which allows persons who are hearing impaired to communicate with legislators and staff (1-800-635-9993).

Hotline operators respond to inquiries about the status of bills, bill requests, and committee meetings. Messages taken by the operators are usually routed via our computer network to members' offices. Once these messages have been sent to the members, it is important that a response is made by either the member or staff as soon as possible to let constituents know their concerns are being acknowledged.

During session hotline operators work Monday through Friday from 8 a.m. to 8 p.m., and on Saturdays from 9 a.m. to 1 p.m. During interim the hotline is staffed from 8:30 a.m. to 4:30 p.m.

Senate Intern Programs

The Senate provides internships for college and university students through two programs. The first is for undergraduates from public and private universities or four-year colleges in Washington state and is named in honor of Dr. Hugh Bone, the former Professor Emeritus of Political Science at the University of Washington. The other is for second-year law students and Master of Public Administration candidates.

Undergraduate interns from Washington state colleges and universities serve during a legislative session. Most are assigned directly to a Senator and work with the legislative

assistant and session aide as personal staff. Others are assigned to work in a specific legislative environment and will report to that supervisor. Work assignments are varied and may include constituent work, research and writing, and such tasks as tabulating questionnaires, covering committee meetings, and following legislation.

The summer intern program is for second year law students or Master of Public Administration candidates. These interns are employed for three to six months during the interim between sessions to work with committee attorneys and analysts. Projects may be assigned from any Senate committee and tasks include legal and policy research, bill drafting and analysis, and staff support for interim committee meetings.

Legislative Service Center

2404 Chandler Court 7000

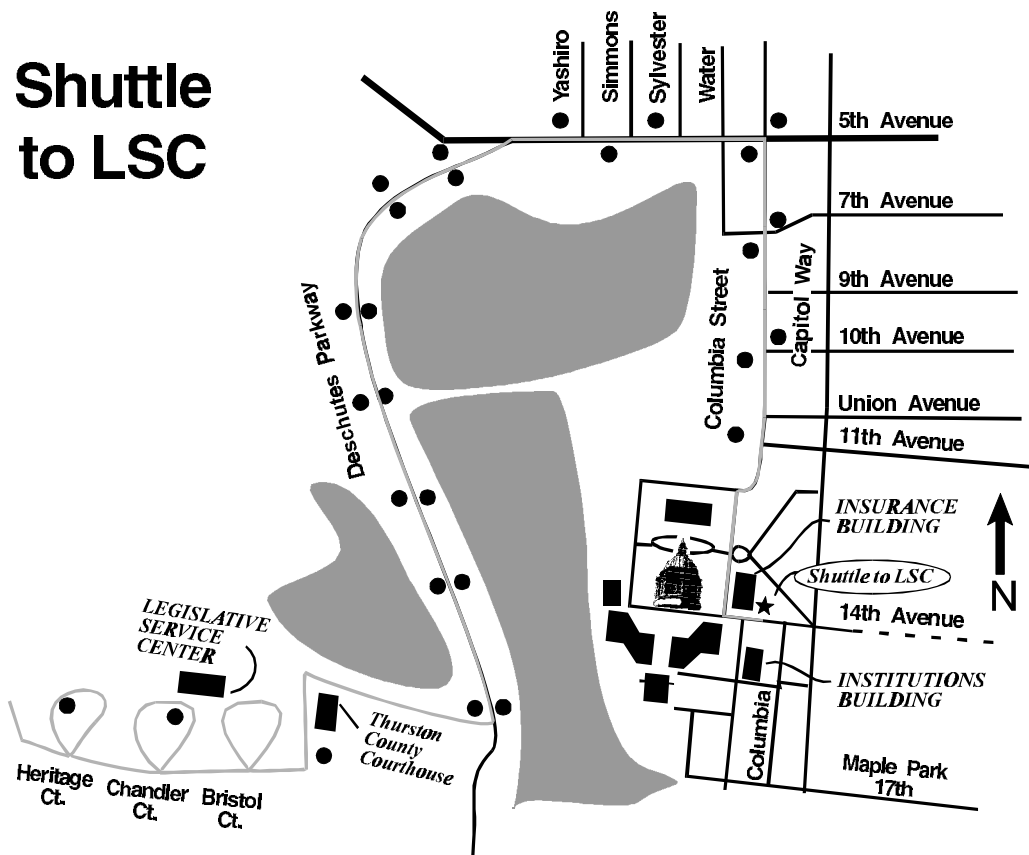
LSC's Mission:

The mission of the Legislative Service Center (LSC) is to provide cost-effective, reliable, responsive, customer-oriented information systems services to support the Washington State Legislature's operations and functions.

Customer Support

This service includes applications and technical training and consulting, on-site problem diagnosis and solution coordination, "Help Desk" user assistance, and the leading role in LSC's customer relations. For assistance in any of these areas, contact LSC's Help Desk at 7000.

Shuttle to LSC



Classes

A number of classes are provided on Legislature-specific applications, including the primary legislative system, ATLAS. Additional classes include Microsoft Windows, WordPerfect for Windows, ALL-IN-1, Excel, Lotus 1-2-3, and the Internet. They are offered in the Chandler Court facility and on-site. Contact your work group training coordinator to get information on class offerings and to schedule training.

Working with LSC

Each work group has a Computer Systems Facilitator (CSF), who functions as a liaison with LSC to resolve computer-related issues. If you don't know who your CSF is or need further help, call 7000.

Getting to LSC

It is highly recommended that you travel to LSC via the Legislative Shuttle, operated by Intercity Transit. The shuttle travels between LSC's front door and the North side of 14th Avenue between the Insurance Building and the Institutions Building on the capitol campus (see the shuttle map). You can call 786-7000 (Help Desk) or 786-1881 (IT Customer Service) for current schedules.

If you must drive to Chandler Court, the most direct route from campus is I-5 to the Highway 101 Exit and then to the Cooper Point Road Exit. One caution: parking may be difficult to find, especially during Session.

Legislative Telephone System

The Washington State Legislature operates its own telephone system, administered by the Legislative Service Center (LSC). The system is digital, state-of-the-art computer telephone equipment and has many special features such as transfer, multi-party conference, call pickup, call forward, hold,

automatic dial and redial, and intercom.

Instructions for using these and other features are found in a telecommunications reference guide provided by LSC.

LSC provides training on the use of legislative telephones and handles all related service requests. If you have questions or problems concerning telephones, call LSC.

Our phone system ties in with special state long distance lines (SCAN) which are managed by the Department of Information Systems. The local prefix for legislative numbers is 786 and our area code is 360.

Each employee who is required to make long distance calls on behalf of the Senate will need a SCAN authorization code, which is issued by the Secretary of the Senate's office. If you need to make an occasional call outside your access area, please contact the Secretary of the Senate's office.

You must charge all personal calls to a home calling card. If you are unsure about how to reach your phone carrier, consult the telephone reference guide or contact LSC. Please review the Senate policy on Legislative Telephone Use found under Section III. If you have questions, please call the Secretary of the Senate's office.

Page Program

Page Office:

B-14 Institutions Building 7558

Page Station: 4th Floor,

John A. Cherberg Building 7683

Page Station: 4th Floor,

Legislative Building 7556

Students from across the state are hired to serve as pages during the legislative session. They lend a helping hand and are available to perform many duties which would otherwise

require legislators or staff to disrupt their regular work day.

Students must be sponsored by a member and be at least 14 and no more than 15 years of age before they are scheduled to page. Pages can work only one week in either house. Additional requirements may be found in the page brochure.

Linda Higginbotham (7502) and Judy Jenkins (7078) schedule pages for the Republican and Democratic Caucuses, respectively. If your senator has signed a page application, please forward it to Linda or Judy.

At the beginning of session, detailed instructions on the rules and guidelines governing the use of pages will be provided.

Photography

Legislative Building 7586

The mission of Senate Photography is to support the members, the Lieutenant Governor, and the Secretary of the Senate. In order for the photographers to provide you with the most responsive service, please give them as much notice as possible of photo assignments or cancellations. Photographers may be contacted in the lab (7586) or via digital beeper (Dick Baldwin at 9-786-3253 and Karen Flemer at 9-786-4133). When dialing the beeper numbers, please leave the telephone number your wish to be called after the series of tones.

Please refer to the Senate photo policy under Section III for guidelines on appropriate photo requests, including those which fall outside the photographers' assigned duties.

Production Services

Senate Production Services

318 John A. Cherberg Building 7563

Mailing, distribution, word processing, design, and printing support for Senators, Senate Administration, Committee Services and the Caucus Staffs.

Call with questions regarding any of these services. Also call if you can't reach a specific department. Voice Mail and EMail access can forward your requests or questions to the appropriate department for timely response or delivery.

SPS Project Numbers

All member's printing and production requests must be funded through the member's budget. The designated writer is responsible for maintaining the budget, and usually designs a printing plan to do so.

In order to **expedite** the workload, each writer is provided a "project number" at the beginning of each project; all of the departments in SPS will require this identification number.

Low on Office Materials?

Forward a sample of your letterhead, envelopes, business cards, memo pads, etc., with the quantity you need written on it, to your writer who will coordinate the printing of your projects. If there are changes to the text, simply mark the sample in red pen with the appropriate information.

Updating Your Publication?

Always use the most **CURRENT** version of your publication (Senator's "net" biography, district directory, letterhead, etc.). All requests for update printing must come from the member's designated writer.

To update a “District Directory,” we provide the writer a disk copy of the text to use in checking and correcting district information.

Graphics

321 John A. Cherberg Building 7706

Senate Graphics provides non-partisan assistance in creating a variety of publications and presentation materials needed by the Senators, Senate committees, caucus staff, and Senate staff within accepted Senate standards. (See “printing Guidelines” in this manual.)

All projects are begun on a first-come, first-served basis with accommodations made for rush jobs, if possible. Projects which “bump” other jobs require special authorization. Projects may include news letters, directories, brochures, report covers, and stationery items. Charts and graphs for use as handouts, as transparencies for overhead projectors, or as large format presentation material can also be produced. Homepages for the internet are also designed, created, and maintained in this office.

Designers will consult with you on publication projects to create a document that is visually appealing and easy to read. Training and experience help them to:

- design a format to best present the information in an interesting and cost effective manner;
- inform you of postal regulations that may apply to a specific piece;
- incorporate art and photos to enhance the visual impact of your written word;
- suggest appropriate type styles, paper and ink colors.

Desk Top Publishing

Jobs prepared in desk top publishing systems outside the Graphics office are not necessarily ready to go straight to a printer. If you prepare a job in a desk-top publishing

program for printing, please consult with the design supervisor to ensure that the project is prepared correctly, that folding and columns are in sync, that photos are accurately sized, and that sound and professional graphic and typographic judgment have been used throughout. The production services manager can suggest the best option for completing your job.

Print Shop

B-16 John A. Cherberg Building 7704

The print shop produces multiple copies of meeting materials, meeting notices, letterhead, envelopes, business cards, etc. For other printing, self-serve copy machines are located in the JAC, Institutions and Legislative buildings.

When submitting jobs for printing, you must:

- Have an authorized production services work order attached to your print shop request. This may be obtained from a production services manager, or other SPS staff member.
- Know the quantity you want printed, color of ink and paper, size of paper, and whether the job should be printed one- or two-sided, whether the material should be folded, assembled, stapled, punched, bound, etc. There are specific inks and papers available for publications.
- Allow at least one day (overnight) to complete projects such as 35-50 copies of 75-100 pages. Smaller jobs may be completed in several hours, if the workload already in the print shop can accommodate this requirement.
- Use a black or red felt tip pen when signing signatures. Do not use a fine-line or ball point pen.
- Please allow *at least* one week for printing standardized stationery items. Larger production items may require at least two

weeks turn-around time. However, special requirements can be accommodated if necessary.

- When typing offset material, leave at least 1/2-inch margin on all sides of the paper.
- Material to be offset on pre-printed letterhead should be typed on plain white paper and arranged to fit the letterhead.

It is not cost effective to:

- Offset one copy of a large book in the print shop. Self-serve copy machines are located at 206 Institutions Building and 430 JAC Building.
- Run 5-10 copies of a document with less than 25 pages. Bring jobs of at least 20-25 copies of 15-20 pages to the print shop.

Mail and Distribution

B-16 John A. Cherberg Building . . . 7704

Legislative Mail

Mail should be taken to reception on the 4th floor, John A. Cherberg Building and the front desk of the Institutions Building for delivery by Page. LAs in the Legislative Building should call directly for Page pickup. Please list all relevant information on the salmon **Page Delivery Slip**.

Campus Mail

Campus Mail pickups are as follows:

- B-16 John A. Cherberg Bldg
10 a.m. and 1 p.m.

P.O. Box number must be included on all campus mail. All Senate addresses are P.O. Box 40482, Olympia WA 98504-0482.

U.S. Post Office - Regular Mail

All regular mail must be in the mail room (B-16 John A. Cherberg Building) before 4:30 p.m.

- (1) All mail must be bundled, banded and identified as to whom the postage is to be charged. Attach the **mail form** to assure

postage is properly charged. (Call mail room if you need a supply of forms.)

- (2) #10 and smaller envelope flaps must be shingled (one flap over the other) in order to seal them by machine. All oversized (manila) envelopes must be sealed.
- (3) ZIP codes are required on all outgoing mail. See ZIP Code Directory or internet site for specific ZIPs.
(http://www.usps.gov/ncsc/lookups/lookup_zip+4.html) If possible, use the ZIP+4 to expedite delivery.
- (4) Sealed envelopes **MUST** be marked as to the class, or they will be posted First Class.

First Class Mail: 32 cents - 1st oz.; 23 cents each additional oz.

Third Class: 32 cents for the 1st oz.; 23 cents for each additional oz. up to 6 oz.

- (a) Circulars
- (b) Booklets
- (c) Catalogs and other printed materials.

Post Cards: 20 cents each

Book Rate: 1.24 cents first pound
Any book or bound material.

Metered Mail

Have mail metered through the mail room unless there are just a few pieces of mail that can easily be stamped. Stamps are available from Accounting. Envelopes must be flapped **ONLY** if they have already been stuffed. If the envelopes are to be stuffed in the mail room, *do not flap* the envelopes. Postage used in the meter on such mailings will be deducted from the member's postage account.

International Mail

All international mail must be separated from domestic mail. Please "flag" so that it is readily noticed.

UPS

We offer UPS (United Parcel Service) for large envelopes and package shipping, also for next day air. Cutoff time is 4:00 p.m. in the mail room.

Word Processing

319 John A. Cherberg Building 7325

Senate Word Processing provides support for Committee Services staff and Senators. During legislative sessions, the primary function of Word Processing is entering and updating bill reports into the system to be used in Senate calendars and the Final Legislative Report. In addition to bill reports, memos, letters, section-by-section analyses of bills, charts, hearing transcripts, repetitive letters, etc. are prepared.

The weekly and daily Legislative Meeting Schedule (during sessions) and the monthly meeting schedule (during interim) are also prepared by Word Processing.

Senate Word Processing also provides maintenance of the Internet homepages.

Senate Word Processing provides Member services on a first-come, first-served basis with one week turnaround minimum. The following services are provided for members:

- a. Questionnaire response data input
- b. Personalized repetitive letters
- c. Member file maintenance and input (CO, CCS)

A completed "Senate Word Processing Request Form" is needed to determine the specific requirements of each project. Contact a Caucus Word Processing Coordinator for these forms and details on coordinating your project: Judy Jenkins -7078 for the Democratic Caucus and Doreen Richards -7561 for the Republican Caucus.

Thoroughly completing the form and coordination of the project will expedite completion time in Senate Word Processing.

Secretary of the Senate

306 Legislative Building 7550

The Secretary of the Senate is elected by members to administer the operations of the Senate. This office is responsible to ensure that the floor proceedings are carried out as directed by the leadership. Assistance is provided by the Deputy Secretary, workroom staff, the status clerk, and journal clerk. This office also implements personnel and administrative policies set forth by the Facilities and Operations Committee.

Sergeant at Arms

108 Legislative Building 7560

The Sergeant at Arms is elected by the members of the Senate and is responsible for security of its members and staff.

Security

102 John A. Cherberg Building 7572

Security staff report to the Sergeant at Arms and the Chief of Security. They are assigned to specific posts in and around Senate areas to provide security for members and staff.

During session, Security provides employee identification badges which are necessary to enter the Senate Chamber.

If staff have any questions regarding unidentified letters or packages arriving at the Senator's office or unattended briefcases and packages left in rooms or hallways, or anything else out of the ordinary, do not hesitate to call the Security office at 7572.

When the office of any Senator or staff member is contacted by a suspicious individual, or you feel uneasy, dial Senate Sergeant at Arms at 7560 and ask for: “Senator Fisher”. This is an emergency call sign and assistance will be sent to you immediately.

Senate Supply

B-1 John A. Cherberg Building 7022

Supplies

General office supplies can be obtained from the supply office. When requesting supplies, please use “Request for Supplies” form which is available in the supply office.

During the legislative session, requests for supplies are greatly increased and there may be some delay in filling orders. The “Request for Supplies” form can help reduce delays. E-mail requests for supplies are also accepted.

The supply room stocks general office supplies. There may be an occasion when you may desire a special office item. Special requests must be ordered through the supply supervisor.

Keys

Door, desk and file cabinet keys are available in the supply office. The person who signs the key card is responsible for those keys. There may be a small fee for lost keys. All keys must be returned when leaving employment with the Senate. An employee’s last pay check will be withheld until all keys are returned.

Keys will be issued upon a need basis only.

Equipment/Furniture

(1) For inventory purposes, supply personnel must be notified of any relocation of equipment and/or furniture;

(2) Equipment taken off campus must be approved prior to relocation; an equipment loan form must be signed. Loan forms are available in supply;

(3) On occasion, equipment may be loaned for a short period of time. All equipment on loan must be signed for and used for senate purposes only;

(4) Requests for overhead projectors, slide projectors or video equipment should be made 48 hours prior to the time needed for meetings during interim assemblies or session. Equipment is limited and will be available on a first come first served basis.

Office Moves

Supply personnel will be available to assist in office moves when necessary. However, moves that require assistance should be scheduled with supply at least 48 hours prior to such move.

Tape Duplications

Audio and video tapes may be duplicated with a “Request for Duplication” form. Forms are available at the Supply Room. Copyrighted tapes will not be duplicated. There may be a small fee for this service.

Purchase Orders

“Purchase Order” forms are available in Supply. Any purchasing on your own must have prior approval from the Secretary of the Senate. Failure to get permission could make you responsible for item or service payment

State Capitol Tours

430 Legislative Building 586-8687

You may arrange group tours of the State Capitol by calling the State Capitol Tours Office, administered by the Department of General Administration. When scheduling a

tour, please give this office as much notice as possible because tour schedules fill up quickly, especially during session. Walk-on

tours also are available every hour on the hour from 10 a.m. to 3 p.m. each day.

✧ **SECTION V: RESOURCES**

Law Library and State Library

Revised Code of Washington (RCW)

Washington Administrative Code (WAC)

State Agency Reference List

Washington State Senate Accident Prevention Program

Law Library

Temple of Justice

Olympia, Washington 357-2136

The Reference Librarian at the Law Library will assist you with questions relating to:

- Laws of all states
- Federal laws
- Federal regulatory commission publications and documents
- All reported appellate cases for all state and federal courts
- Research documents and law journals
- Law reviews of the United States and English-speaking countries

Materials will be lent out or photocopies provided upon request.

These services are available to legislators and legislative staff.

The State Library

The Washington State Library (WSL), located south of the Legislative Building is state government's primary information center. Meeting the mandate given when it was created by the Territorial Government, the State Library's collections and staff provide informational materials and research needed by the state Legislature and state agencies.

Resources

Here is a sampling of the resources WSL offers to legislators, legislative staff and state employees:

- an expert research staff;
- a dedicated phone line for legislators: **664-0240**;
- 500 online commercial databases reaching nationally and internationally to access pertinent issue information;

- 3,500 serials (magazines, newspapers, journals, etc);
- 3,000 video titles (vital topics such as education, health issues, environment, and management);
- federal government publications (WSL is the only full federal depository in the Northwest);
- Washington state publications (WSL the legal depository for state agency publications);
- 40,000 rolls of microfilm files on Washington newspapers (1852-current);
- access to materials from other libraries.

WSL Customer Service Sections

Reference 664-0240 or 753-3087

Contact this section if you would like:

- quick information (statistic, date, name);
- indepth reference support;
- online database searching (Dialog, Medlars, etc.);
- to establish your information profile for tracking a subject on a wide range of databases;
- to identify best sources on a topic;
- to have the table of contents of a particular journal sent to you on a regular basis.

Government Publications

. 664-0240 or 753-4394

Contact the Documents section if you would like:

- information on Washington, U.S. government and other states;
- online database searching, including status reports on U.S. legislation, legislation from other states (Legislate, StateNet);
- to establish your profile for tracking federal legislation or regulations;
- the history of legislation on a particular issue;

- U.S. Census statistics, including 1990 information published to date;
- access to legal databases (Lexis, Westlaw);
- scientific information from WSL's Earth Science Center, including U.S. Geological Survey maps and publications.

Washington-Northwest Room

. 664-0240 or 753-4024

Contact this section if you would like:

- answers to questions related to Washington and NW history and current events;
- information from Washington state newspapers and NW periodicals;
- biographies of Washingtonians;
- historic maps of Washington Territory and the state;
- historic census information;
- access to two special collections: the original Territorial Library collection and the 11,500 Washington Authors' collection;

Media (Video) Center

. 866-6000, ext. 6470

Contact this customer service section if you need:

- up-to-date, topical videos for your own background, committee sessions, constituent meetings, or staff training;
- audios from NCLS annual meeting sessions;
- information about WSL's extensive film collection.

Other specialized services (664-0240)

- WSL publications that update you on recent additions to the government documents and state publications collections;
- Annual directory of Washington libraries of all types;

- "Today's Issues" bibliographies on key topics;
- Pacific Rim Business Information Project.

Would you like an orientation session?

If you or your staff would like to learn more about using the State Library's resources, please call:

Division of Public Services: . . . 753-2121

Washington State Codes

Revised Code of Washington (RCW)

The Revised Code of Washington is the official state compilation of Washington laws of a general and permanent nature. The laws are placed under broad groupings called titles and narrow groupings called chapters. Each section of a bill is given an RCW section number that places it under a certain title and chapter. The RCW has a comprehensive subject matter index.

The RCW is completely reprinted every two years in the odd-numbered year. A supplement edition is available in the even-numbered year, which covers all bills enacted during that year.

This nine-volume set is provided to each member of the Legislature upon his or her request.

Washington Administrative Code (WAC)

The Washington Administrative Code contains the rules adopted by state agencies under the authority and direction of the State Legislature. Each administrative rule is given a WAC section that places it under a certain title and chapter. This material is contained in twelve volumes with an index and is available to each member of the House of

Representatives and Senate by request from the Code Reviser's office.

For the most current action on agency rules, the WAC is used in conjunction with the Washington State Register. The Register contains the full text of proposed, emergency, and permanently adopted rules of state agencies, executive orders of the Governor, notices of public meetings of state agencies,

rules of the State Supreme Court, and summaries of Attorney General Opinions which have been filed in the Code Reviser's office prior to the pertinent closing date for that issue of the Register. The Washington State Register is published on the first and third Wednesdays of each month and is also available from the Code Reviser's office upon request.

State Agency Reference List

Abortion - Dept. of Social and Health
Services 753-7032

Accident statistics - State Patrol . . 753-3484

Acupuncture - Dept. of Social
and Health Services 753-7032

Affirmative Action - Dept. of
Personnel 586-5314

Air pollution - Dept. of Ecology . 407-6000

Airline service - Washington
Utilities and Transportation
Commission 586-1155

Airports - Dept. of Transportation 705-7022

Alternative sources of energy - State
Energy Office 956-2000

Aluminum siding ripoffs
Consumer Protection Div. of
Attorney General's
Office Hotline 1-800-551-4636

Animal disease and quarantine -
Dept. of Agriculture 902-1880

Antitrust complaints
Consumer Protection
Div. of Attorney
General's Office Hotline . 1-800-551-4636

Apprenticeship program - Dept.
of Labor and Industries 956-5324

Archaeological sites - Office of
Archaeology and Historic
Preservation 753-5010

Architects - Dept. of Licensing . . 753-1153

Artists - Arts Commission 753-3860

Banks (state) - Dept. of Financial
Institutions 902-8700

Barbers - Dept. of Licensing . . . 586-6359

Beach driving - State Parks and
Recreation Commission 902-8563

Beaches (public) State Parks and
Recreation Commission 902-8563

Bills proposed in Legislature - Bill Room,
Legislative Bldg 786-7573

Birth or death certificates - Dept. of
Health 753-5936

Boating safety - State Parks and
Recreation Commission 902-8563

Boldt Indian fishing decision -
Dept. of
Fisheries 902-2325

Books - State Library 753-3087

Building codes - Dept. of
Community, Trade
& Economic Development . . . 586-2251

Business licensing - Dept. of Licensing, Business License Center	753-4401	Crime control programs Office of Financial Management, Division of Criminal Justice . .	753-5617
Candidates finances - Public Disclosure Commission .	753-1980	Dams and dam safety - Dept. of Ecology	407-6000
Car dealers - Dept. of Licensing .	902-3700	Day care - Dept. of Social and Health Services	753-7032
Cattle vaccinations - Dept. of Agriculture	902-1880	Deaf services - Dept. of Social and Health Services	753-7032
Charities solicitations - Secretary of State	753-7120	Dentists - Dept. of Health	753-1150
Chiropractors - Dept. of Health . .	586-1931	Dept. of Agriculture	902-1800
Claims against employers - Dept. of Labor and Industries	902-5316	Disabled Permits - Dept. of Licensing	902-4060
Clearcutting - Dept. of Natural Resources	902-1000	Discrimination - Human Rights Commission	753-6770
Collection agencies - Dept. of Licensing	753-4553	Door-to-door sales Consumer Protection Div. of Attorney General's Office Hotline .	1-800-551-4636
College courses, tuition and related matters Higher Ed. Coordinating Board	753-7811	Drinking water - Dept. of Health .	753-3466
Community Colleges State Board for Community and Technical Colleges	753-4691	Drivers' licenses - Dept. of Licensing	902-3900
Consumers' questions - Dept. of Agriculture	902-1850	Driving records - Dept. of Licensing	902-3900
Contracts for services (such as cleaning state offices) General Administration	753-5685	Drought: Emergency ServicesCounty Office	
Corporate filings and information - Secretary of State	753-7120	Drug abuse and treatment - Dept. of Social and Health Services	753-7032
Court rules - Administrator for the Courts	753-3365	Drugs - Dept. of Health Board of Pharmacy	753-6834
Credit complaints Consumer Protection Div. of Attorney General's Office Hotline .	1-800-551-4636	Earthquakes - Dept. of Natural Resources or University of Washington . . .	902-1000
Crime victims' compensation - Dept. of Labor and Industries	902-5365	Egg inspection - Dept. of Agriculture	902-1830
		Elderly services - Dept. of Social and Health Services, Office on Aging	753-7032
		Elections - Secretary of State, Elections Office	753-2336

Electricity bills - Washington Utilities and Transportation Commission . . .	586-1155	Gambling - Gambling Commission	438-7640
Employment agencies - Dept. of Licensing	753-6902	Garbage dumps - Dept. of Ecology	407-6000
Endangered species - Dept. of Fish & Wildlife	902-2515	Gifted children - Superintendent of Public Instruction	753-2858
Engineers, Dept. of Licensing . . .	586-7568	Gold mining - Dept. of Natural Resources	902-1000
Ferries, rates, schedules Dept. of Community, Trade and Economic Development . .	753-5600	Grain inspection - Dept. of Agriculture	902-1827
Fire control - Dept. of Natural Resources Hotline	1-800-562-6010	Hazardous waste - Dept. of Ecology	407-6000
Fireworks Local fire department		Health questions - Dept. of Social and Health Service	s753-7032
Fishing licenses (commercial) - Dept. of Fisheries	902-2488	Hearing aid dealers - Dept. of Health	753-1817
Fishing licenses (sport) - Dept. of Fish & Wildlife	902-2464	Higher education - Higher Ed. Coordinating Board	753-7811
Flooding: Emergency ServicesCounty Office		Home repair complaints Consumer Protection Div. of Attorney General's Office Hotline .	1-800-551-4636
Fluoridated water - Dept. of Health	753-3466	Hospital costs - Dept. of Health .	705-6000
Food stamps - Dept. of Social and Health Services	438-8310	Hunting season - Dept. of Fish & Wildlife	902-2515
Food contamination - Dept. of Agriculture	902-1880	Illegal aliens on job - Dept. of Employment Security	902-9308
Forest fires - Dept. of Natural Resources Hotline	1-800-562-6010	Immunization - Dept. of Health .	753-3495
Forestry management - Dept. of Natural Resources Hotline	1-800-527-3305	Industrial accidents - Dept. of Labor and Industries	902-5500
Franchises Consumer Protection Div. of AG's Office or Dept. of Licensing . .	1-800-551-4636	Industrial safety and health - Dept. of Labor and Industries	902-5500
Fruits and vegetables - Dept. of Agriculture	902-2077	Industrial development Dept. of Community, Trade and Economic Development	(206) 464-7143
Funeral directors - Dept. of Licensing	586-4905	Inheritance taxes - Dept. of Revenue	753-6769
		Initiatives - Secretary of State, Elections Office	753-2336

Insulation and other energy-saving ideas - State Energy Office . . .	956-2000	Minerals, mining - Dept. of Natural Resources	902-1000
Insurance matters - Insurance Commissioner's Office	753-3110	Minority businesses Office of Minority and Women's Business Enterprises	753-9679
Investment of state funds - State Investment Board	664-8288	Mobile home problems Consumer Protection - Div. of Attorney General's Office Hotline	1-800-551-4636
Jail standards and financing - Washington Assoc. of Sheriffs and Police	586-3221	National Guard - Military Dept	(206) 512-8826
Jobs with state - Dept. of Personnel	753-0468	Noise complaints Dept. of Ecology or Dept. of Labor and Industries (if on the job)	407-6000
Labor disputes - Dept. of Labor and Industries	902-6930	Noxious weeds - Dept. of Agriculture	902-2077
Landlord-tenant disputes Consumer Protection Div. of Attorney General's Office Hotline	1-800-551-4636	Nuclear energy - State Energy Office	956-2000
Laws and regulations - Code Reviser	753-6804	Nuclear plant siting - State Energy Office	956-2000
Liquor - Liquor Control Board	753-6276	Nursery (plantings) inspection - Dept. of Agriculture	902-2077
Litter - Dept. of Ecology	407-6000	Nurses - Dept. of Health	586-8186
Local government errors and wrongdoing - Auditor's Office	586-8501	Nursing homes Dept. of Social and Health Services, Residential Care Services	493-2560
Lost persons Local law enforcement		Odors and emissions - Dept. of Ecology	407-6000
Lost property - Dept. of Revenue	753-6769	Oil transportation - State Energy Office	956-2000
Lottery - Lottery Commission	586-1088	Oil spills - Dept. of Ecology	407-6000
Magazine sales problems Consumer Protection Div. of Attorney General's Office Hotline	1-800-551-4636	Oil exploration - Dept. of Natural Resources Hotline	1-800-562-6010
Mail order complaints Consumer Protection Div. of Attorney General's Office Hotline	1-800-551-4636	Open burning - Dept. of Ecology	407-6000
Massage Practitioners - Dept. of Health	586-6351	Open space tax information - Dept. of Revenue	753-6769
Medicaid - Dept. of Social and Health Services	753-1777	Organized crime - State Patrol	753-3484
Migrant housing - Hispanic Affairs Commission	753-3159		

OSHA - Dept. of Labor and Industries	902-5430	Railroads - Dept. of Transportation	705-7022
Osteopaths - Dept. of Health . . .	586-5962	Real Estate and Brokers Licenses - Dept. of Licensing	753-2262
Paramedic certification - Dept. of Health	705-6700	Real estate sales person licensing - Dept. of Licensing	753-2250
Parks and camping - State Parks and Recreation Commission	902-8563	Recycling - Dept. of Ecology . . .	407-6000
Paving and improving roads - Dept. of Transportation	705-7022	Register, state - Code Reviser . .	753-6804
Pedestrian walkways - Dept. of Transportation	705-7022	Rehabilitation of workers - Dept. of Labor and Industries .	902-6749
Personal services contracts - Legislative Budget Committee .	786-5171	Salaries for state workers Office of Financial Management or Dept. of Personnel	753-5450 or 753-0468
Pest control operators - Dept. of Agriculture	902-2010	Sales to state - General Administration Office of State Procurement . .	902-7400
Pesticides - Dept. of Agriculture .	902-1880	Sales practices and misleading advertising Consumer Protection Div. of AG's Office Hotline . . .	1-800-551-4636
Pipelines - Energy Facility Site Evaluation Council	956-2047	Savings and loan (state) - Dept. of Financial Institutions	902-8700
Police training - State Criminal Justice Training Commission	459-6342	Schools - Superintendent of Public Instruction	586-6906
Population statistics - Office of Financial Management	753-5617	Search and rescue: . . Emergency Services (County Office)	
Prisons - Dept. of Corrections . . .	753-0896	Securities - Dept. of Financial Institutions	902-8760
Private schools - Superintendent of Public Instruction	753-2562	Senior citizens problems - Dept. of Social and Health Services . . .	586-3768
Pro boxing and wrestling - Professional Athletic Commission	753-3713	Septic tank questions: County Health Dept. Shorelines management questions or appeals - Dept. of Ecology . . .	407-6000
Product safety - Dept. of Agriculture	902-1880	Shortchanged on weights and measures - Dept. of Agriculture	902-1856
Public funds in banks - State Treasurer	586-7293	Small loan company licensing - Attorney General's Office Hotline .	1-800-551-4636
Public employee job disputes - Public Employment Relations Commission	753-3444	Smoking rules - Dept. of Labor and Industries	902-5475
Public retirement - Dept. of Retirement Systems	586-3414 or 586-9067	Solar energy - State Energy Office	956-2000
Race tracks - Horse Racing Commission	459-6462		

Special education - Superintendent of Public Instruction	753-6733	Unclaimed property - Dept. of Revenue	753-6769
Speed limit - State Patrol	753-3484	Uninsured motorists - Dept. of Licensing	902-3900
Sports fishing season - Dept. of Fish & Wildlife	902-2700	Veterans problems - Dept. of Veterans Affairs	753-5586
State car misuse - State Patrol . . .	753-6890	Veterinarians - Dept. of Health . .	586-6355
State car misuse - General Administration	438-8237	Vocational education - State Council on Voc-Tech Education	753-3715
Sunset for state agencies - Legislative Budget Committee .	786-5171	Wages - Dept of Labor and Industries	902-5316
Surveys and borders of public lands - Dept. of Natural Resources Hotline	1-800-562-6010	Warranty problems on mobile homes - Dept. of Licensing	753-6902
Taxes - Dept. of Revenue	753-6769	Water rights and permits - Dept. of Ecology	407-6000
Telephone bills and complaints Washington Utilities and Transportation Commission . .	586-1155	Water pollution - Dept. of Ecology	407-6000
Tidelands information - Dept. of Natural Resources Hotline	1-800-562-6010	Water companies - Washington Utilities and Transportation Commission . .	586-1155
Timber costs - Dept. of Natural Resources Hotline	1-800-562-6010	Welfare fraud - Dept. of Social and Health Services Hotline	1-800-562-6906
Tourism - Dept. of Community, Trade and Economic Development	753-5600	Wildlife damage to property - Dept. of Fish & Wildlife	902-2379
Traffic congestion - Dept. of Transportation	705-7022	Workers' Compensation - Dept. of Labor and Industries	902-4730

✧ **Washington State Senate Accident Prevention Program**

✧ **Appendices**

Election Year Activity Approval

Cellular Phone Voucher

Leave Request Form

Attendance Roster

Tuition Reimbursement Request

Personnel Action Forms

Meeting Request Form

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